

REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, DECEMBER 20, 2022, 7:00 PM  
AGENDA

1. CALL TO ORDER/ROLL CALL
2. MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT

**Those wishing to speak must state their name and address for the record. Each person will have three (3) minutes to make his/her remarks. Speakers will address all comments to the City Council as a whole and not one individual councilmember. The Council may not take action on an item presented during the Public Comment period. When appropriate, the Council may refer inquiries and items brought up during the Public Comment period to the City Manager for follow up.**

5. REQUESTS AND PRESENTATIONS

6. CONSENT AGENDA

- A. Minutes: Council Meeting –December 6, 2022
- B. Payroll & Expenditures
- C. Approving 2023 Council Meeting dates
- D. Resolution 22-50: Designation 2023 Polling Locations
- E. Resolution 22-66: Designating Authorized Signers and Depositories
- F. Resolution 22-67: To Not Waive Statutory Municipal Tort Liability

7. ACTION AGENDA

- A. Resolution 22-65: Goebel Fence Variance- 730 8<sup>th</sup> Street, NE
- B. Designating 2023 Official City Newspaper Resolution
- C. Adopting the 2023 General Fund & Utility Budgets
  - Resolution 22-68 Adopting the 2023 Levy
  - Resolution 22-69: Adopting 2023 Annual City Budget
- D. Resolution 22-61: Adopting 2023 EDA Levy
- E. Resolution 22-62: Authorizing Lower Property Land Lease
- F. Commercial Tax Abatement Request for 2300 Brown Avenue
- G. Resolution 22-64: Accepting Grant from Mayo Clinic Health System Waseca for Water Park ADAEquipment
- H. Resolution 22-70 Amending the 2022 Budget
- I. Resolution 22-71: Setting Street Light Rate Structure
- J. Approve IBEW Union Contract

8. REPORTS

- A. City Manager's Report

B. Commission Reports

9. ANNOUNCEMENTS

10. ADJOURNMENT

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, DECEMBER 06, 2022

**CALL TO ORDER/ROLL CALL**

1 The regular Waseca City Council meeting was called to order by Mayor Srp at 7:00 p.m.

Councilmembers Present: Mayor Roy Srp                      Daren Arndt  
Mark Christiansen                      Jeremy Conrath  
John Mansfield                      Allan Rose  
Stacey Schroeder

Staff Present: Carl Sonnenberg, Interim City Manager  
Alicia Fischer, Finance Director  
Julia Hall, City Clerk

**MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE**

2 A moment of silence was observed. The Pledge of Allegiance to the Flag was recited.

**APPROVAL OF AGENDA**

3. Motion to approve agenda as written was made by Arndt, seconded by Conrath. Motion carried 7-0.

**TRUTH IN TAXATION**

4. The Purpose of the Truth in Taxation open meeting is:
- A. Overview of the 2023 Budget
  - B. Discussion of Levy for taxes payable in 2023
  - C. Impact to properties in Waseca

Public Comment opened at 7:36 p.m.

- A. Greg Wikan, 401 8<sup>th</sup> Ave NW; Wanted to make notice of “US code 18 § 241 which makes it unlawful for two or more persons to agree to injure, threaten, or intimidate a person in the United States in the free exercise or enjoyment of any right or privilege secured by the Constitution or laws of the United States or because of his or her having exercised such a right”. His property value has gone up “15%” where his taxes have gone up “300%”.
- B. Michelle Oswald, 916 3<sup>rd</sup> Ave SE; Wanted clarification on how the tax capacity was figured. The City Finance Director explained how to figure the tax capacity. The value of home times the class rate and each taxable jurisdiction has their own taxable percentage.

Public Comment closed at 7:44 p.m.

**PUBLIC COMMENT**

- 5. A. Michelle Oswald, 916 3<sup>rd</sup> Ave SE; Had one more follow-up for the Truth in Taxation and wanted more clarifications on how tax abatements worked into the broken out budget.

**REQUESTS AND PRESENTATIONS**

6. None

**CONSENT AGENDA**

7. Motion to approve the consent agenda as presented was made by Mansfield, seconded by Rose. Motion carried 7-0.

**ACTION AGENDA**

8. A. Joe Palen from Stantec spoke on the request for an extension on the I & I Contract with HK Solutions .
- a. It was requested that the contract for the sewer pipe lining be extended to December 16, 2022 due to staffing delays, with a complete sewer lining contract completion of December 30 2022.
  - b. It was requested that the contract for the manhole rehabilitation be delayed until spring due to the weather and the inconsistency of temperatures in the layers of ground. It is requested an extension until May 15, 2023 to complete the manhole rehabilitation and a contract completion for the manhole rehabilitation of May 30, 2023.
  - c. These extension approvals would, also come with an additional 2 year warranty on top of the already contracted warranty period for the sewer pipe lining warranty and the manhole rehabilitation warranty.

Councilmember Mansfield made a motion to hold the contract as is and request liquidated damages. No second was given, motion dies and does not pass.

Councilmember Conrath made a motion to approve the requested contract extension:

Sewer pipe lining until December 16<sup>th</sup> with a substantial completion of December 16<sup>th</sup> 2022, and a final completion of December 30, 2022, manhole rehabilitation with a substantial completion of May 15, 2023 and a final completion of May 30, 2023 with the two year extension on the warranty. With better consideration for the neighborhoods and their equipment. Seconded by Rose, motion carried (6-1) Nay Mansfield.

- B: A letter was read from Tim Lewer declining the first right of refusal for the high bid for the land lease proposals. Resolution 22-62: Lewer Land Lease Quote Tabulation and Lease was tabled for discussion with the City Attorney for clarification on terms for the lease with the Huber family. Motion to table from Rose and seconded by Arndt, motion carried 7-0.
- B. Motion was made by Conrath to approve Resolution 22- 63: Airport Land Lease Quote Tabulation and Lease, seconded by Rose, motion carried 7-0.
- C. Arndt made the motion to approve final payment to Wencil Construction Inc. for the North State Street Trunk Water Main, seconded by Conrath, motion carried 7-0. Conrath made the motion to approve the change order within he final payment, motion was seconded by Spr, motion carried 7-0.

**REPORTS**

9.
  - A. Interim City Manager's Report
    1. Finance Director Alicia Fischer is the designee in the Interim City Managers absence.
    2. No electric outages since October 16<sup>th</sup>
    3. Memo from Economic Development Manager Tina Wilson, PCED:
      - A. Waseca County has agreed to reinstate their residential tax abatement program.
    4. Councilmember Conrath requested to clarify the city's process for snow removal especially with what is considered "non-city" residents. The Interim City Manager submitted maps that showed who and when the snow removal was completed, and that some of the County areas that the city does clear is billed to the County.
  - B. Commission Reports
    1. Fire Commission presented by Conrath:
      - a. They have ordered 3 more friers, to go with the ones from last year.
      - b. They approved \$250 for the "Shop with a Hero" event.
    2. Park Board presented Christensen:
      - a. City Engineer attended to talk about the grant that the city approved to talk about Park Board recommendations.
      - b. Clear Lake Pavillion should be done next spring.
      - c. Ash tree removal hoping for 40 trees to be removed from public property next year.
      - d. Snow maintenance discussion for trails because plows have been throwing the snow on to trails.
      - e. Board Recommended Gater Lake to include a park.
      - f. The Board is removing the walkway from their agenda because it is not a "park".
      - g. Set their dates for next year's meetings, their first meeting will be the second Tuesday in January and the rest will be the normal 1<sup>st</sup> Tuesday of the month at 7:30 a.m.
      - h. Brad Dushaw is doing a great job.
    3. Airport Board presented by Jeremy Conrath:
      - a. T Hangars are being worked on.
      - b. Langer Aviation has begun moving in.
      - c. They discussed the lease agreement with the skydiving group for their landing zone.
      - d. Farming bids were opened on December 6<sup>th</sup>.
      - e. City Engineer discussed 4.5 acres of airport property that needs to be added to the current farming agreement.
      - f. Discussed the CIP.
      - g. TKDA is looking to schedule the rebidding of the T-Hangar projected.
      - h. Tuesday December 27<sup>th</sup> at the airport they will hold the renaming of the Stensrud airfield. More information to be provided at the next meeting. They are requesting that the City record the ceremony.

**ANNOUNCEMENTS**

- 10.
- A. Councilmember Christiansen announced:
    - 1. Would like on January 3<sup>rd</sup> meeting to bring back the Gaiter Lake development.
    - 2. He would like to discuss selling the walkway, keeping the wrought iron that says “Waseca’
  
  - B. Councilmember Mansfield announced:
    - 1. Wanted to Say Happy St. Nicolas Day as well as the remembrance of Peal Harbor on December 7<sup>th</sup>,
  
  - C. Council Member Conrath announced:
    - 1. A welcome to Council Member Schroeder
    - 2. Thank you to Staff for the hard work on lowering the levy.
    - 3. Lee Mattson will be missed.
  
  - D. Councilmember Schroeder announced:
    - 1. Wanted to express gratitude to the community
  
  - E. Mayor Srp announced:
    - 1. That the Pearl Harbor Remembrance on December 7<sup>th</sup> is a very big deal.
    - 2. Conagra would like to expand to winter processing of potatoes, onions, carrots and would be limited with wastewater treatment. Conagra would be interested in receiving pretreated wastewater at the water treatment plant. The conversations will continue on this issue, when the new council is seated.
    - 3. A thank you to Pastor Brad Wickersham and the congregation from Christian Assembly for the cookie tray they provided to council.
    - 4. Read a list of businesses that the Council and EDA have helped in just the last year and a half.
    - 5. Read the obituary for his mother Marion Srp who passed away Tuesday November 22, 2022.

**ADJOURNMENT**

11. There being no further business to be brought before the Council, it was moved by Arndt to adjourn the meeting at 9:19 p.m., seconded by Conrath. Motion carried 6-1. (Nay Rose)

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R. D. SRP  
MAYOR

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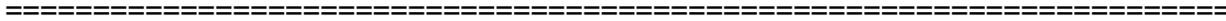
JULIA HALL  
CITY CLERK

Micah Fischer

6B

LIST OF EXPENDITURES

December 20, 2022



City Council	4,155.44
Streets	27,589.78
Parks	11,446.41
Wastewater	9,444.22
Utility Administration	8,392.19
Utility Offices	7,716.46
Electric	11,822.62
Water	9,463.45
Building and Code Compliance	2,953.11
Police	62,290.89
Administration	15,462.13
Community Aides	733.20
Fire	10,579.97
Paid On Call Fire Department	0.00
PEG	262.54
Election Judges	0.00
Finance	9,926.36
Connections	2,915.08
Community Development	2,097.55
Engineering	16,184.74
Recreation	2,392.78
Econ Development	<u>6,779.34</u>

Total Gross Payroll 222,608.26

\*Less- Payroll Deductions (74,977.76)

Net Payroll Cost \$ 147,630.50

\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated: December 2, 2022-December 15, 2022 Includes check #'s 158732-158784 Bank ACH Withdrawals.....	<u>812,305.13</u>
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GRAND TOTAL EXPENDITURES \$ 959,935.63

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
12/13/2022	122216	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 12/11/2022	101-21701-0000	23,498.13	M
Total 101217010000:					23,498.13	
12/13/2022	122210	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 12/11/2022	101-21702-0000	10,096.72	M
12/13/2022	122211	MN Department of Revenue	GARNISHMENT Pay Period: 12/11/2022	101-21702-0000	666.54	M
Total 101217020000:					10,763.26	
12/13/2022	122216	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/11/2022	101-21703-0000	8,660.12	M
12/13/2022	122216	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/11/2022	101-21703-0000	9,198.61	M
Total 101217030000:					17,858.73	
12/13/2022	122213	Public Employees Retirement Assn (ACH Adj		101-21704-0000	.06	M
12/13/2022	122213	Public Employees Retirement Assn (ACH PERA COORD Emplr 1% Pay Period: 12/11/2022		101-21704-0000	1,362.86	M
12/13/2022	122213	Public Employees Retirement Assn (ACH PERA COORDINATED Employee Pay Period: 12/11/20		101-21704-0000	8,858.73	M
12/13/2022	122213	Public Employees Retirement Assn (ACH PERA POLICE Employee Pay Period: 12/11/2022		101-21704-0000	7,654.32	M
12/13/2022	122213	Public Employees Retirement Assn (ACH DEF CONTRIBUTION/EMPL Pay Period: 12/11/2022		101-21704-0000	58.70	M
12/13/2022	122213	Public Employees Retirement Assn (ACH PERA COORDINATED Employer Pay Period: 12/11/20		101-21704-0000	8,858.73	M
12/13/2022	122213	Public Employees Retirement Assn (ACH PERA POLICE Employer Pay Period: 12/11/2022		101-21704-0000	11,481.48	M
12/13/2022	122213	Public Employees Retirement Assn (ACH DEF CONT Employer Pay Period: 12/11/2022		101-21704-0000	58.70	M
Total 101217040000:					38,333.58	
12/13/2022	158732	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 12/11/2022	101-21711-0000	160.00	
Total 101217110000:					160.00	
12/13/2022	122216	ACH Internal Revenue Service	MEDICARE Pay Period: 12/11/2022	101-21712-0000	2,925.17	M
12/13/2022	122216	ACH Internal Revenue Service	MEDICARE Pay Period: 12/11/2022	101-21712-0000	3,051.11	M
Total 101217120000:					5,976.28	
12/13/2022	122217	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 12/11/2022	101-21713-0000	1,350.00	M
12/13/2022	122217	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 12/11/2022	101-21713-0000	844.00	M
Total 101217130000:					2,194.00	
12/13/2022	122215	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 12/11/2022	101-21714-0000	350.00	M
12/13/2022	122215	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 12/11/2022	101-21714-0000	582.69	M
Total 101217140000:					932.69	
12/13/2022	122212	AFLAC	AFLAC AFTER TAX Pay Period: 11/27/2022	101-21715-0000	364.59	M
12/13/2022	122212	AFLAC	AFLAC AFTER TAX Pay Period: 12/11/2022	101-21715-0000	364.59	M
12/13/2022	122212	AFLAC	AFLAC PRE TAX Pay Period: 11/27/2022	101-21715-0000	747.81	M
12/13/2022	122212	AFLAC	AFLAC PRE TAX Pay Period: 12/11/2022	101-21715-0000	747.81	M
Total 101217150000:					2,224.80	
12/15/2022	122206	Medsurety	Flex Reimbursement	101-21716-0000	73.23	M
12/15/2022	122207	Medsurety	Flex Reimbursement	101-21716-0000	367.70	M
12/15/2022	122208	Medsurety	Flex Reimbursement	101-21716-0000	130.00	M
12/13/2022	122219	Medsurety	HSA Contribution Pay Period: 12/11/2022	101-21716-0000	253.68	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
12/13/2022	122219	Medsurety	B. Hellevik over HSA Limit	101-21716-0000	777.20	M
Total 101217160000:					1,094.45	
12/13/2022	122214	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 12/11/2022	101-21717-0000	972.76	M
Total 101217170000:					972.76	
12/13/2022	122218	MN Public Employees Insurance Progra	PEIP Family Pay Period: 11/27/2022	101-21720-0000	14,954.22	M
12/13/2022	122218	MN Public Employees Insurance Progra	Armendariz Dec Cobra	101-21720-0000	2,076.98	M
12/13/2022	122218	MN Public Employees Insurance Progra	PEIP Single Pay Period: 12/11/2022	101-21720-0000	13,228.95	M
12/13/2022	122218	MN Public Employees Insurance Progra	PEIP Single Pay Period: 11/27/2022	101-21720-0000	13,228.95	M
12/13/2022	122218	MN Public Employees Insurance Progra	Gedicke Dec Cobra	101-21720-0000	755.94	M
12/13/2022	122218	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 11/27/2022	101-21720-0000	1,094.24	M
12/13/2022	122218	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 12/11/2022	101-21720-0000	1,094.24	M
12/13/2022	122218	MN Public Employees Insurance Progra	Arik Matson Dec Cobra	101-21720-0000	755.94	M
12/13/2022	122218	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 11/27/2022	101-21720-0000	4,377.17	M
12/13/2022	122218	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 12/11/2022	101-21720-0000	4,377.17	M
12/13/2022	122218	MN Public Employees Insurance Progra	Rugger Dec Cobra	101-21720-0000	755.94	M
12/13/2022	122218	MN Public Employees Insurance Progra	PEIP Family Pay Period: 12/11/2022	101-21720-0000	3,738.60	M
12/13/2022	122218	MN Public Employees Insurance Progra	PEIP Family Pay Period: 11/27/2022	101-21720-0000	3,738.60	M
12/13/2022	122218	MN Public Employees Insurance Progra	Krienke Oct Adj	101-21720-0000	1,321.04	M
12/13/2022	122218	MN Public Employees Insurance Progra	Krienke Nov Adj	101-21720-0000	1,321.04	M
12/13/2022	122218	MN Public Employees Insurance Progra	PEIP Family Pay Period: 12/11/2022	101-21720-0000	14,954.22	M
Total 101217200000:					81,773.24	
12/15/2022	158745	Fame Awards	Name Plates-Ebertowski, schroeder, Zimmerman	101-41110-2170	78.00	
Total 101411102170:					78.00	
12/15/2022	158753	League of MN Cities	Council trainings	101-41110-3300	1,050.00	
Total 101411103300:					1,050.00	
12/15/2022	20220986	APG Media of So MN LLC	Public Hearing Notice Ordinance 1102 THC Moratorium	101-41110-3400	53.75	
12/15/2022	20220986	APG Media of So MN LLC	Ordinance adoption 1104	101-41110-3400	43.00	
Total 101411103400:					96.75	
12/15/2022	20221001	Innovative Office Supply	Office Supplies	101-41320-2000	39.67	
Total 101413202000:					39.67	
12/15/2022	20221017	U.S. Bank - CC	Coffee for open enrollment meeting	101-41320-2170	21.45	
Total 101413202170:					21.45	
12/15/2022	20221017	U.S. Bank - CC	CMC Certification	101-41320-3300	165.00	
Total 101413203300:					165.00	
12/15/2022	20221023	Wilson, Tina	mileage reimbursement	101-41320-3350	98.50	
Total 101413203350:					98.50	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/15/2022	20221020	Waseca Area Chamber of Commerce	Employee Recognition	101-41320-4930	25.00
Total 101413204930:					25.00
12/15/2022	20220983	A. H. Hermel Company	Pop for Vending Machine	101-41320-4945	120.35
Total 101413204945:					120.35
12/15/2022	20220986	APG Media of So MN LLC	Notice for General Elections	101-41410-3400	225.75
Total 101414103400:					225.75
12/15/2022	122205	Medsurety	Admin Fees	101-41500-1600	198.00 M
Total 101415001600:					198.00
12/15/2022	20221001	Innovative Office Supply	Folders	101-41500-2000	10.91
Total 101415002000:					10.91
12/15/2022	20220984	Amazon	Sample size cups for soup	101-41500-2200	19.82
Total 101415002200:					19.82
12/15/2022	20220986	APG Media of So MN LLC	Asmt Roll 22-99	101-41500-3400	53.75
Total 101415003400:					53.75
12/15/2022	20220996	Flaherty & Hood PA	Labor and Employment Consult Services	101-41600-3000	1,840.00
12/15/2022	20220996	Flaherty & Hood PA	General and real estate matters	101-41600-3000	1,552.50
12/15/2022	20221004	Kennedy & Kennedy Law Office	November Legal Fees	101-41600-3000	1,903.00
Total 101416003000:					5,295.50
12/15/2022	20220984	Amazon	refill inserts for 1/3 cut file tabs	101-41940-2000	41.48
12/15/2022	20221001	Innovative Office Supply	Office Supplies	101-41940-2000	96.34
12/15/2022	20221001	Innovative Office Supply	Office Supplies	101-41940-2000	72.22
12/15/2022	158765	Quadient Leasing	Postage Machine Lease	101-41940-2000	435.00
Total 101419402000:					645.04
12/15/2022	158776	Waseca County Highway Department	Monthly billing	101-41940-2120	230.45
Total 101419402120:					230.45
12/15/2022	20220983	A. H. Hermel Company	Creamer for breakroom	101-41940-2170	25.65
12/15/2022	20221001	Innovative Office Supply	Spoons for Breakroom	101-41940-2170	60.14
Total 101419402170:					85.79
12/15/2022	158739	Cintas Corp	Floor mat service	101-41940-3100	54.58
12/15/2022	20220994	Culligan	RO Lease	101-41940-3100	31.85
12/15/2022	158762	Orkin Pest Control	City Hall Pest Control	101-41940-3100	102.00
12/15/2022	20221013	Stoltz Cleaning Services LLC	City Hall Cleaning	101-41940-3100	367.50
12/15/2022	20221013	Stoltz Cleaning Services LLC	City Hall Cleaning	101-41940-3100	220.50
12/15/2022	20221013	Stoltz Cleaning Services LLC	City Hall Cleaning	101-41940-3100	367.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/15/2022	20221022	Waste Management of Southern MN	Monthly Service	101-41940-3100	222.92
Total 101419403100:					1,366.85
12/15/2022	122221	City of Waseca	November Utilities	101-41940-3800	1,387.46 M
Total 101419403800:					1,387.46
12/15/2022	20221017	U.S. Bank - CC	Microwave for Breakroom	101-41940-4000	240.52
Total 101419404000:					240.52
12/15/2022	158778	Waseca County Recorder	Recording Mayo Clinic utility easements	101-41950-3000	46.00
Total 101419503000:					46.00
12/15/2022	20221001	Innovative Office Supply	Office Supplies - Police	101-42100-2000	48.48
12/15/2022	20221001	Innovative Office Supply	Office Supplies - Police	101-42100-2000	33.82
Total 101421002000:					82.30
12/15/2022	158776	Waseca County Highway Department	Monthly billing	101-42100-2120	2,728.08
Total 101421002120:					2,728.08
12/15/2022	20221017	U.S. Bank - CC	Gun Residue Kits	101-42100-2170	178.77
Total 101421002170:					178.77
12/15/2022	20220984	Amazon	uniform allowance - grotberg	101-42100-2180	249.60
12/15/2022	20220984	Amazon	Uniform allowance - Grotberg	101-42100-2180	31.72
12/15/2022	20220984	Amazon	Uniform allowance - grotberg	101-42100-2180	346.96
12/15/2022	20221014	Streicher's	Uniform expense -Schroeder	101-42100-2180	213.99
12/15/2022	20221014	Streicher's	Uniform expense -Schroeder	101-42100-2180	181.95
Total 101421002180:					1,024.22
12/15/2022	158734	Bock's Service Inc.	Tow expense -PD	101-42100-3100	95.00
12/15/2022	158734	Bock's Service Inc.	Tow expense -PD	101-42100-3100	95.00
12/15/2022	158739	Cintas Corp	Mats - PD	101-42100-3100	8.98
12/15/2022	158739	Cintas Corp	Mats - PD	101-42100-3100	8.98
12/15/2022	20220994	Culligan	Culligan Police	101-42100-3100	32.95
12/15/2022	20221013	Stoltz Cleaning Services LLC	Public Safety restroom cleaning	101-42100-3100	78.75
12/15/2022	20221013	Stoltz Cleaning Services LLC	Public Safety Restroom Cleaning	101-42100-3100	47.25
12/15/2022	20221013	Stoltz Cleaning Services LLC	Public Safety Restroom Cleanin	101-42100-3100	78.75
12/15/2022	20221022	Waste Management of Southern MN	Monthly Service	101-42100-3100	104.26
Total 101421003100:					549.92
12/15/2022	122220	Verizon Wireless	Monthly Billing	101-42100-3200	983.48 M
12/15/2022	122220	Verizon Wireless	Monthly Billing	101-42100-3200	41.15 M
Total 101421003200:					1,024.63
12/15/2022	122221	City of Waseca	November Utilities	101-42100-3800	641.03 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421003800:					641.03
12/15/2022	158773	Thomson Reuters - West	CLEAR	101-42100-4330	294.82
Total 101421004330:					294.82
12/15/2022	20221017	U.S. Bank - CC	Glock Armorer's Course Registration Fee	101-42100-4370	250.00
12/15/2022	20221017	U.S. Bank - CC	Meals for Wellman & Andrew during Swat	101-42100-4370	27.62
12/15/2022	20221017	U.S. Bank - CC	Glock Armorer's Course Registration Fee refund	101-42100-4370	250.00-
Total 101421004370:					27.62
12/15/2022	20221017	U.S. Bank - CC	Candy for Treats on the Streets	101-42100-4640	180.84
Total 101421004640:					180.84
12/15/2022	20220989	Canine Central	4th Qtr impounds	101-42150-3100	3,300.00
Total 101421503100:					3,300.00
12/15/2022	158776	Waseca County Highway Department	Monthly billing	101-42200-2120	321.66
Total 101422002120:					321.66
12/15/2022	20221021	Waseca Hardware LLC	Parts & Supplies	101-42200-2170	199.78
Total 101422002170:					199.78
12/15/2022	20221021	Waseca Hardware LLC	Parts & Supplies	101-42200-2230	15.98
Total 101422002230:					15.98
12/15/2022	158739	Cintas Corp	Mats - FD	101-42200-3100	8.99
12/15/2022	158739	Cintas Corp	Mats - FD	101-42200-3100	8.99
12/15/2022	20221008	Med Compass	Fire Fit and Medical Testing	101-42200-3100	3,645.00
12/15/2022	20221008	Med Compass	2022 Hearing Testing - Fire	101-42200-3100	30.14
12/15/2022	20221013	Stoltz Cleaning Services LLC	Public Safety restroom cleaning	101-42200-3100	78.75
12/15/2022	20221013	Stoltz Cleaning Services LLC	Public Safety Restroom Cleaning	101-42200-3100	47.25
12/15/2022	20221013	Stoltz Cleaning Services LLC	Public Safety Restroom Cleanin	101-42200-3100	78.75
12/15/2022	20221022	Waste Management of Southern MN	Monthly Service	101-42200-3100	104.26
Total 101422003100:					4,002.13
12/15/2022	122220	Verizon Wireless	Monthly Billing	101-42200-3200	46.15 M
Total 101422003200:					46.15
12/15/2022	20221017	U.S. Bank - CC	Vendor mistake last month-credited instead of debited it	101-42200-3300	21.00
Total 101422003300:					21.00
12/15/2022	158738	Centerpoint Energy	Monthly Service	101-42200-3800	115.82
12/15/2022	122221	City of Waseca	November Utilities	101-42200-3800	641.03 M
12/15/2022	122221	City of Waseca	November Utilities	101-42200-3800	44.37 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422003800:					801.22
12/15/2022	20220991	City Building Inspection Services LLC	Building inspections	101-42400-3000	8,422.31
Total 101424003000:					8,422.31
12/15/2022	20221005	Lenz Lawn Care & Landscaping Inc.	Mow/Trim outlet A	101-42400-3100	26.25
12/15/2022	20221005	Lenz Lawn Care & Landscaping Inc.	Nuisance property cleanup-204 12th Ave NW	101-42400-3100	1,079.87
Total 101424003100:					1,106.12
12/15/2022	122220	Verizon Wireless	Monthly Billing	101-42400-3200	82.30 M
Total 101424003200:					82.30
12/15/2022	20220986	APG Media of So MN LLC	Adoption notice of Ordinance 1103	101-42400-3400	75.25
12/15/2022	20220986	APG Media of So MN LLC	Nuisance property hearing-204 12th Ave NW	101-42400-3400	75.25
Total 101424003400:					150.50
12/15/2022	20220986	APG Media of So MN LLC	Planning Committee Hearing	101-42400-3500	98.90
Total 101424003500:					98.90
12/15/2022	20221001	Innovative Office Supply	Calendars	101-43000-2000	54.60
Total 101430002000:					54.60
12/15/2022	20221021	Waseca Hardware LLC	Parts & Supplies	101-43000-2170	2.69
Total 101430002170:					2.69
12/15/2022	20221008	Med Compass	2022 Hearing Testing - Engineering	101-43000-3100	45.21
Total 101430003100:					45.21
12/15/2022	122220	Verizon Wireless	Monthly Billing	101-43000-3200	41.15 M
Total 101430003200:					41.15
12/15/2022	20221017	U.S. Bank - CC	Municipal Streets Seminar	101-43000-3300	100.00
Total 101430003300:					100.00
12/15/2022	20220986	APG Media of So MN LLC	2022-01(22-08) Assessment hearing	101-43000-3400	161.25
12/15/2022	20220986	APG Media of So MN LLC	Loon lake Aeration Notice	101-43000-3400	322.50
Total 101430003400:					483.75
12/15/2022	20221017	U.S. Bank - CC	Return of Printer Ink	101-43100-2000	121.89-
12/15/2022	20221017	U.S. Bank - CC	Correct Printer Ink	101-43100-2000	125.00
12/15/2022	20221017	U.S. Bank - CC	Office Supplies-Paper Clips & Printer Ink	101-43100-2000	128.51
Total 101431002000:					131.62

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/15/2022	158776	Waseca County Highway Department	Monthly billing	101-43100-2120	4,184.35
12/15/2022	158776	Waseca County Highway Department	Monthly billing	101-43100-2120	234.00
Total 101431002120:					4,418.35
12/15/2022	20220984	Amazon	Lights	101-43100-2170	249.95
12/15/2022	20220992	Condon Farm Service	bolts	101-43100-2170	1.56
12/15/2022	20220992	Condon Farm Service	bolts	101-43100-2170	6.32
12/15/2022	20221017	U.S. Bank - CC	Winter Carhartt Jacket	101-43100-2170	136.89
12/15/2022	20221017	U.S. Bank - CC	Sales tax credit	101-43100-2170	9.40-
12/15/2022	158777	Waseca County Landfill	Top Soil	101-43100-2170	282.00
12/15/2022	158777	Waseca County Landfill	Top Soil	101-43100-2170	257.75
12/15/2022	20221021	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	23.96
12/15/2022	158784	Zacks Inc.	general supplies	101-43100-2170	123.71
Total 101431002170:					1,072.74
12/15/2022	158774	Unique Paving Materials Corp	cold mix	101-43100-2171	1,169.74
Total 101431002171:					1,169.74
12/15/2022	158733	Aramark Uniform Services	uniform service	101-43100-2180	191.72
12/15/2022	158733	Aramark Uniform Services	unofrom service	101-43100-2180	190.86
12/15/2022	158733	Aramark Uniform Services	uniform service	101-43100-2180	184.12
Total 101431002180:					566.70
12/15/2022	20221008	Med Compass	2022 Hearing and Fit Testing - Streets	101-43100-3100	136.68
12/15/2022	158775	Vault Health	Drug Screen	101-43100-3100	118.76
12/15/2022	20221022	Waste Management of Southern MN	Monthly Service	101-43100-3100	203.33
Total 101431003100:					458.77
12/15/2022	158738	Centerpoint Energy	Monthly Service	101-43100-3800	115.82
12/15/2022	122221	City of Waseca	November Utilities	101-43100-3800	44.36 M
12/15/2022	122221	City of Waseca	November Utilities	101-43100-3800	672.21 M
Total 101431003800:					832.39
12/15/2022	20220999	H & J Fuel Inc	Fuel	101-43125-2120	3,869.10
Total 101431252120:					3,869.10
12/15/2022	122221	City of Waseca	November Utilities	101-43170-3800	180.95 M
Total 101431703800:					180.95
12/15/2022	122221	City of Waseca	November Utilities	101-45130-3800	520.06 M
Total 101451303800:					520.06
12/15/2022	158759	MN Department of Labor & Industry	Boiler Fee	101-45130-4500	20.00
Total 101451304500:					20.00
12/15/2022	122221	City of Waseca	November Utilities	101-45180-3800	5,573.55 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451803800:					5,573.55
12/15/2022	158776	Waseca County Highway Department	Monthly billing	101-45200-2120	702.87
Total 101452002120:					702.87
12/15/2022	20220994	Culligan	Park Dept Water	101-45200-2170	11.05
12/15/2022	20221010	Napa Auto Parts	Parts	101-45200-2170	9.22
12/15/2022	20221021	Waseca Hardware LLC	Parts & Supplies	101-45200-2170	46.97
Total 101452002170:					67.24
12/15/2022	20221012	Spies, Loy	Uniform Reimbursement-Spies	101-45200-2180	90.00
Total 101452002180:					90.00
12/15/2022	20221002	Jobs Plus Inc.	City Parks - October Jobs Plus	101-45200-3100	393.88
12/15/2022	158755	McClune's Tree Service	Tree Trimming - Silver Maple	101-45200-3100	337.50
12/15/2022	20221008	Med Compass	2022 Hearing Testing - Parks	101-45200-3100	45.21
12/15/2022	20221022	Waste Management of Southern MN	Monthly Service	101-45200-3100	31.74
12/15/2022	20221022	Waste Management of Southern MN	Parks Waste Management	101-45200-3100	16.10
Total 101452003100:					824.43
12/15/2022	20221017	U.S. Bank - CC	MN Tree inspector Recert class refund	101-45200-3300	50.00-
12/15/2022	20221017	U.S. Bank - CC	MN Tree inspector Recert online training	101-45200-3300	50.00
Total 101452003300:					.00
12/15/2022	122221	City of Waseca	November Utilities	101-45200-3800	7,183.97 M
Total 101452003800:					7,183.97
12/15/2022	158750	J & S Repair	Ventrac - Snow Blower Shoes	101-45200-4040	111.90
Total 101452004040:					111.90
12/15/2022	20221011	Rent 'N' Save Portable Services	October Parks - Portable Toilets	101-45200-4100	606.65
Total 101452004100:					606.65
12/15/2022	158762	Orkin Pest Control	Library-Pest control	101-45500-3100	80.00
12/15/2022	20221013	Stoltz Cleaning Services LLC	Library Cleaning	101-45500-3100	250.00
12/15/2022	20221013	Stoltz Cleaning Services LLC	Library Cleaning	101-45500-3100	150.00
12/15/2022	20221013	Stoltz Cleaning Services LLC	Library Cleaning	101-45500-3100	250.00
12/15/2022	20221022	Waste Management of Southern MN	Library service	101-45500-3100	73.98
Total 101455003100:					803.98
12/15/2022	122221	City of Waseca	November Utilities	101-45500-3800	723.93 M
Total 101455003800:					723.93
12/15/2022	20220988	Border States Electric Supply	Library LED Bulbs	101-45500-4000	234.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101455004000:					234.00
Total General Fund:					253,473.10
<b>Charter Oaks-TIF</b>					
12/15/2022	158763	Park Manor at Academy Village LLP	2nd half 2022 Tax Increment Payment	222-46650-4300	5,884.54
Total 222466504300:					5,884.54
Total Charter Oaks-TIF:					5,884.54
<b>TIF District 27</b>					
12/15/2022	158783	Worke Fox Meadows LLC	2nd Half Tax increment-2022	227-46650-4300	8,555.18
Total 227466504300:					8,555.18
Total TIF District 27:					8,555.18
<b>Airport</b>					
12/15/2022	20221017	U.S. Bank - CC	Bulbs for airport runway lights	230-49810-2170	211.41
12/15/2022	20221017	U.S. Bank - CC	Airport lighting supplies	230-49810-2170	107.99
Total 230498102170:					319.40
12/15/2022	20221022	Waste Management of Southern MN	Airport Waste Management	230-49810-3100	91.68
Total 230498103100:					91.68
12/15/2022	20220986	APG Media of So MN LLC	Public Notice request for quotes farmland lease airport	230-49810-3400	80.05
Total 230498103400:					80.05
12/15/2022	158738	Centerpoint Energy	Airport Gas Utility	230-49810-3800	413.46
12/15/2022	122221	City of Waseca	November Utilities	230-49810-3800	93.95 M
Total 230498103800:					507.41
Total Airport:					998.54
<b>Historical Preservation</b>					
12/14/2022	158518	MN Historical Society	Membership renewal	255-46500-4330	35.00- V
Total 255465004330:					35.00-
Total Historical Preservation:					35.00-
<b>Tax Abatement Levy</b>					
12/15/2022	20220987	Berry Pallets Inc	2nd half 2022 tax abatement	257-41950-4310	8,015.50
12/15/2022	158735	Boerboom, James & Mary Jo	2nd half 2022 tax abatement	257-41950-4310	564.23
12/15/2022	158736	Brass, Brent	2nd half tax abatement	257-41950-4310	596.91
12/15/2022	158737	Breitbarth, Alan & Cathy	2nd half 2022 tax abatement	257-41950-4310	378.30
12/15/2022	158740	Cone, David	2nd half 2022 tax abatement	257-41950-4310	128.02
12/15/2022	158741	Conrath, Jeremy	2nd half 2022 tax abatement	257-41950-4310	23.37
12/15/2022	158743	Donahue, Todd or Kathy	2nd half tax abatement	257-41950-4310	666.66
12/15/2022	158744	Edward C Roesler Trustee	2nd half 2022 tax abatement	257-41950-4310	713.89

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/15/2022	158746	Fennert, Kristi	2nd half 2022 tax abatement	257-41950-4310	642.44
12/15/2022	158747	Glaser, Thomas & Jean	2nd half 2022 tax abatement	257-41950-4310	857.31
12/15/2022	158749	Huber, Larry & Luanne	Second Half Tax Abatement	257-41950-4310	595.46
12/15/2022	158751	Judy Hoffman Trustee	2nd half 2022 tax abatement	257-41950-4310	1,372.32
12/15/2022	158752	Kelly, Jeramie & Julie	2nd half 2022 tax abatement	257-41950-4310	775.01
12/15/2022	158754	Madsen, Christopher & Leslie	2nd half 2022 tax abatement	257-41950-4310	901.84
12/15/2022	158760	Monica A Priebe Trust	2nd half 2022 tax abatement	257-41950-4310	1,431.36
12/15/2022	158761	Nelson, Joseph & Kristin	2nd half 2022 tax abatement	257-41950-4310	504.96
12/15/2022	158767	Richard H Perreault Trustee	2nd half 2022 tax abatement	257-41950-4310	125.20
12/15/2022	158768	Schlueter, Michael & Emily	2nd half 2022 tax abatement	257-41950-4310	813.38
12/15/2022	158772	Teders, Eric & Melanie	2nd half 2022 tax abatement	257-41950-4310	690.67
12/15/2022	158779	Weise, Ronald	2nd half 2022 tax abatement	257-41950-4310	67.44
12/15/2022	158780	Wenzel, Frank	2nd half 2022 tax abatement	257-41950-4310	889.29
12/15/2022	158781	Wilker, Alan & Barbara	2nd half 2022 tax abatement	257-41950-4310	510.60
12/15/2022	158782	Winegar Inc.	2nd half 2022 tax abatement	257-41950-4310	4,799.50
Total 257419504310:					26,063.66
Total Tax Abatement Levy:					26,063.66
<b>Safe Haven Grant</b>					
12/15/2022	122220	Verizon Wireless	Monthly Billing	279-46350-3200	41.15 M
Total 279463503200:					41.15
12/15/2022	20221017	U.S. Bank - CC	Training for Connections	279-46350-3300	110.28
Total 279463503300:					110.28
Total Safe Haven Grant:					151.43
<b>Capital Improvement</b>					
12/15/2022	158770	Stantec Consulting Services Inc	Clear Lake Park Project	430-43010-5435	2,004.50
Total 430430105435:					2,004.50
12/15/2022	20220985	American Engineering Testing Inc	8th St SE Project Testing Services	430-43010-5560	1,000.00
12/15/2022	158770	Stantec Consulting Services Inc	8th St SE Eng. Services	430-43010-5560	4,500.00
12/15/2022	158770	Stantec Consulting Services Inc	8th Ave NE Feasibility Report	430-43010-5560	785.75
Total 430430105560:					6,285.75
Total Capital Improvement:					8,290.25
<b>Annexation &amp; Growth fund</b>					
12/15/2022	20220986	APG Media of So MN LLC	Public notice-Lewer land lease bid	470-46800-3200	33.18
Total 470468003200:					33.18
Total Annexation & Growth fund:					33.18
<b>Water</b>					
12/15/2022	20221021	Waseca Hardware LLC	Parts & Supplies	601-49401-3100	53.33
Total 601494013100:					53.33

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
12/15/2022	122221	City of Waseca	November Utilities	601-49401-3800	10,133.93	M
Total 601494013800:					10,133.93	
12/15/2022	158748	Hawkins Inc	actuator testing	601-49401-4000	442.32	
Total 601494014000:					442.32	
12/13/2022	122216	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/11/2022	601-49430-0000	538.49	M
12/13/2022	122216	ACH Internal Revenue Service	MEDICARE Pay Period: 12/11/2022	601-49430-0000	125.94	M
Total 601494300000:					664.43	
12/15/2022	158776	Waseca County Highway Department	Monthly billing	601-49430-2120	507.31	
Total 601494302120:					507.31	
12/15/2022	20221017	U.S. Bank - CC	Hand Sanitizer	601-49430-2170	20.82	
Total 601494302170:					20.82	
12/15/2022	158733	Aramark Uniform Services	uniforms	601-49430-2180	14.90	
12/15/2022	158733	Aramark Uniform Services	Uniforms	601-49430-2180	14.90	
12/15/2022	20221017	U.S. Bank - CC	Work Clothes	601-49430-2180	133.44	
Total 601494302180:					163.24	
12/15/2022	20220998	Gopher State One-Call Inc	Location calls - November	601-49430-3100	20.25	
12/15/2022	158757	Mid-America Meter Inc	Meter Calibration (Well Meter)	601-49430-3100	535.78	
12/15/2022	20221017	U.S. Bank - CC	Postage for Qtrly Floride	601-49430-3100	5.40	
12/15/2022	20221019	Utility Consultants Inc	Coliform Testing	601-49430-3100	189.00	
Total 601494303100:					750.43	
12/15/2022	122220	Verizon Wireless	Monthly Billing	601-49430-3200	40.01	M
Total 601494303200:					40.01	
12/15/2022	20221015	Terrell, Tim	License and Training Reimbursement	601-49430-3300	121.50	
Total 601494303300:					121.50	
12/15/2022	20221008	Med Compass	2022 Hearing and Fit Testing - Water	601-49430-4940	46.25	
Total 601494304940:					46.25	
12/15/2022	158765	Quadient Leasing	Folding Machine Lease	601-49585-3100	575.00	
Total 601495853100:					575.00	
12/15/2022	20221007	MAS Communications Inc.	Answering service - December	601-49585-3200	52.99	
Total 601495853200:					52.99	
12/15/2022	158771	Summit Account Resolution	Collction Fees	601-49585-4320	4.92	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495854320:					4.92
12/15/2022	20220986	APG Media of So MN LLC	Hydrant Flushing Notice	601-49586-3400	344.64
Total 601495863400:					344.64
12/15/2022	158770	Stantec Consulting Services Inc	North State Water Main Project	601-49593-5300	1,679.54
Total 601495935300:					1,679.54
Total Water:					15,600.66
<b>Sanitary Sewer</b>					
12/15/2022	158770	Stantec Consulting Services Inc	Lift Station Pumping Review	602-49470-3000	1,705.50
Total 602494703000:					1,705.50
12/15/2022	20220998	Gopher State One-Call Inc	Location calls - November	602-49470-3100	20.25
Total 602494703100:					20.25
12/15/2022	122220	Verizon Wireless	Monthly Billing	602-49470-3200	40.05 M
12/15/2022	122220	Verizon Wireless	Monthly Billing	602-49470-3200	40.01 M
12/15/2022	122220	Verizon Wireless	Monthly Billing	602-49470-3200	40.01 M
12/15/2022	122220	Verizon Wireless	Monthly Billing	602-49470-3200	40.01 M
Total 602494703200:					160.08
12/15/2022	122221	City of Waseca	November Utilities	602-49470-3800	1,018.15 M
Total 602494703800:					1,018.15
12/15/2022	158776	Waseca County Highway Department	Monthly billing	602-49480-2120	263.61
Total 602494802120:					263.61
12/15/2022	20221017	U.S. Bank - CC	Lab Supplies	602-49480-2170	141.92
12/15/2022	20221018	USA Blue Book	Lab Supplies	602-49480-2170	179.47
Total 602494802170:					321.39
12/15/2022	20220997	General Repair Service Inc.	RAS Pump O-rings	602-49480-2210	412.92
Total 602494802210:					412.92
12/15/2022	20221021	Waseca Hardware LLC	Parts & Supplies	602-49480-2230	107.91
Total 602494802230:					107.91
12/15/2022	20220988	Border States Electric Supply	WWTP Hot Stick	602-49480-2400	242.38
Total 602494802400:					242.38
12/15/2022	158770	Stantec Consulting Services Inc	Blower Engineering	602-49480-3000	1,801.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494803000:					1,801.50
12/15/2022	158739	Cintas Corp	Floor mat service	602-49480-3100	15.80
12/15/2022	158770	Stantec Consulting Services Inc	WWTP Pond Leak Testing	602-49480-3100	7,456.29
12/15/2022	20221019	Utility Consultants Inc	Lab Testing	602-49480-3100	2,973.10
12/15/2022	20221022	Waste Management of Southern MN	wwtp garbage	602-49480-3100	423.06
Total 602494803100:					10,868.25
12/15/2022	122220	Verizon Wireless	Monthly Billing	602-49480-3200	41.15 M
Total 602494803200:					41.15
12/15/2022	122221	City of Waseca	November Utilities	602-49480-3800	695.42 M
Total 602494803800:					695.42
12/15/2022	20221008	Med Compass	2022 Hearing and Fit Testing - Police	602-49480-4940	304.54
12/15/2022	20221008	Med Compass	2022 Hearing and Fit Testing - WWTP	602-49480-4940	138.76
Total 602494804940:					443.30
12/15/2022	20221001	Innovative Office Supply	2023 Calendars	602-49585-2000	75.82
Total 602495852000:					75.82
12/15/2022	158765	Quadient Leasing	Folding Machine Lease	602-49585-3100	575.00
Total 602495853100:					575.00
12/15/2022	20221007	MAS Communications Inc.	Answering service - December	602-49585-3200	52.98
Total 602495853200:					52.98
12/15/2022	158771	Summit Account Resolution	Collction Fees	602-49585-4320	9.42
Total 602495854320:					9.42
12/15/2022	158770	Stantec Consulting Services Inc	I&I Project	602-49593-5300	1,294.40
12/15/2022	158770	Stantec Consulting Services Inc	WWTP Barscreen Project	602-49593-5300	1,513.00
Total 602495935300:					2,807.40
12/15/2022	158742	Deml Ford Lincoln Mercury Inc	New wwtp truck	602-49593-5400	51,535.00
Total 602495935400:					51,535.00
Total Sanitary Sewer:					73,157.43
<b>Electric Utility</b>					
12/15/2022	122209	SMMMPA	Wholesale Power SMMMPA	604-49550-3810	404,900.95 M
Total 604495503810:					404,900.95
12/15/2022	122221	City of Waseca	November Utilities	604-49570-3800	55.45 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495703800:					55.45
12/15/2022	158776	Waseca County Highway Department	Monthly billing	604-49571-2120	750.43
Total 604495712120:					750.43
12/15/2022	20221010	Napa Auto Parts	Parts	604-49571-2170	37.44
Total 604495712170:					37.44
12/15/2022	20221006	Locators & Supplies Inc.	safety clothing	604-49571-2180	146.60
Total 604495712180:					146.60
12/15/2022	20220998	Gopher State One-Call Inc	Location calls - November	604-49571-3100	20.25
Total 604495713100:					20.25
12/15/2022	122220	Verizon Wireless	Monthly Billing	604-49571-3200	40.01 M
12/15/2022	122220	Verizon Wireless	Monthly Billing	604-49571-3200	40.01 M
Total 604495713200:					80.02
12/15/2022	20221008	Med Compass	2022 Hearing Testing - Electric	604-49571-4940	45.21
Total 604495714940:					45.21
12/15/2022	122221	City of Waseca	November Utilities	604-49574-3800	261.11 M
Total 604495743800:					261.11
12/15/2022	122221	City of Waseca	November Utilities	604-49575-3800	704.46 M
Total 604495753800:					704.46
12/15/2022	158765	Quadient Leasing	Folding Machine Lease	604-49585-3100	575.00
Total 604495853100:					575.00
12/15/2022	20221007	MAS Communications Inc.	Answering service - December	604-49585-3200	52.99
Total 604495853200:					52.99
12/15/2022	158771	Summit Account Resolution	Collcton Fees	604-49585-4320	26.62
Total 604495854320:					26.62
12/15/2022	158756	McGrann Shea Carnival Straughn & Lam	Attorney - Service Territory	604-49586-3000	281.25
Total 604495863000:					281.25
12/15/2022	158758	MN Department of Commerce	DOC Assessment	604-49586-4330	1,357.08
12/15/2022	20221009	MN Municipal Utilities Association	MMUA Dues	604-49586-4330	2,921.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495864330:					4,278.58
12/15/2022	20221003	JT Services of MN	LED Streetlight Fixtures	604-49593-5300	627.88
Total 604495935300:					627.88
Total Electric Utility:					412,844.24
<b>Storm Water Utility</b>					
12/15/2022	20221017	U.S. Bank - CC	Donuts & Muffins for MS4 winter maint. Training	651-43140-2170	22.98
Total 651431402170:					22.98
12/15/2022	20220986	APG Media of So MN LLC	Hearing Notice-MS4 Permit	651-43140-3400	118.25
12/15/2022	20220986	APG Media of So MN LLC	Hearing Notice for SWPPP annual review	651-43140-3400	39.35
Total 651431403400:					157.60
12/15/2022	122221	City of Waseca	November Utilities	651-43140-3800	476.29 M
Total 651431403800:					476.29
12/15/2022	158766	Reliance Electric of Southern MN	Loon Lake aerator repairs	651-43140-4000	687.36
Total 651431404000:					687.36
Total Storm Water Utility:					1,344.23
<b>Central Garage Services</b>					
12/15/2022	20221000	Huber Supply Co Inc	torch & welding gases	701-43180-2170	272.99
12/15/2022	20221000	Huber Supply Co Inc	cut off grinder discs	701-43180-2170	203.32
12/15/2022	20221010	Napa Auto Parts	Parts	701-43180-2170	55.50
12/15/2022	20221021	Waseca Hardware LLC	Parts & Supplies	701-43180-2170	2.60
Total 701431802170:					534.41
12/15/2022	20220990	Christensen Tire Service	new tires #57	701-43180-2210	793.32
12/15/2022	20220993	Crysteel Truck Equipment Inc.	Plow Controller #65	701-43180-2210	338.00
12/15/2022	20221010	Napa Auto Parts	Parts	701-43180-2210	458.80
12/15/2022	158764	PowerPlan - RDO Equipment Co.	RDO her to troubleshoot hyd system getting hot in float	701-43180-2210	1,029.60
12/15/2022	158769	Shade Tree Oil & Repair LLC	Skid Loader Tires 124-21	701-43180-2210	1,638.44
12/15/2022	20221016	Truck Center Companies	Mirror Clamp Kit #24	701-43180-2210	20.35
12/15/2022	20221016	Truck Center Companies	Mirror Assembly #24	701-43180-2210	127.60
Total 701431802210:					4,406.11
12/15/2022	20221010	Napa Auto Parts	Parts	701-43180-2400	19.17
Total 701431802400:					19.17
12/15/2022	20221017	U.S. Bank - CC	Monthly Diagnostic Program	701-43180-3100	149.00
Total 701431803100:					149.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total Central Garage Services:					5,108.69
<b>Property and Liability Insuran</b>					
12/15/2022	20220995	First National Insurance	Agency Fee	702-49955-3000	800.00
Total 702499553000:					800.00
Total Property and Liability Insuran:					800.00
Grand Totals:					812,270.13

Report Criteria:

Report type: GL detail  
[Report].Amount = {<>} 0

<b>Title:</b>	SET 2023 CITY COUNCIL MEETING DATES		
<b>Meeting Date:</b>	DECEMBER 20, 2022	<b>Agenda Item Number:</b>	<b>6C</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	List of meeting dates 2023
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to approve 2023 City Council meeting dates.		

**BACKGROUND:** The City Council annually sets the meeting dates for the upcoming year, for planning and scheduling purposes.

Attached is a list of dates for the 2023 regular City Council meetings. Any foreseen conflicts are noted as follows:

- July 4 (Independence Day)
- August 1 (Night to Unite)

In 2022 the Council agreed to schedule the meetings on Wednesdays when there was a conflict.

The Council can reschedule other meetings as needed throughout the year as long as public meeting notice requirements are met.

**RECOMMENDATION:** Staff recommends a motion to approve the 2023 City Council meeting dates as presented.

**WASECA CITY COUNCIL  
2023 MEETING DATES**

JANUARY

Tuesday, January 3  
Tuesday, January 17

FEBRUARY

Tuesday, February 7  
Tuesday, February 21

MARCH

Tuesday, March 7  
Tuesday, March 21

APRIL

Tuesday, April 4  
Tuesday, April 18

MAY

Tuesday, May 2  
Tuesday, May 16

JUNE

Tuesday, June 6  
Tuesday, June 20

JULY

**Wednesday**, July 5 (Independence Day)  
Tuesday, July 18

AUGUST

**Wednesday**, August 2 (Night to Unite)  
Tuesday, August 15

SEPTEMBER

Tuesday, September 5  
Tuesday, September 19

OCTOBER

Tuesday, October 3  
Tuesday, October 17

NOVEMBER

Tuesday, November 7  
Tuesday, November 21

DECEMBER

Tuesday, December 5  
Tuesday, December 19

RESOLUTION NO. 22-50

A RESOLUTION OF THE WASECA CITY COUNCIL  
DESIGNATING POLLING PLACES  
IN THE CITY OF WASECA

WHEREAS, the boundaries of all City precincts must be reviewed following State legislative redistricting; and

WHEREAS, the City is required to approve polling locations on a yearly basis; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca, Minnesota that the polling places for City precincts are hereby established and designated:

- WARD 1, PRECINCT A – Christ Community Church  
2200 4<sup>th</sup> Street NE
- WARD 1, PRECINCT B - Treanor Campion Center  
111 4<sup>th</sup> Street NW
- WARD 2, PRECINCT A - Faith United Methodist Church  
801 4<sup>th</sup> Avenue NE
- WARD 2, PRECINCT B - St. John Lutheran Church  
401 3<sup>rd</sup> Avenue NE – west entrance
- WARD 3, PRECINCT A - Waseca City Hall  
508 South State Street
- WARD 3, PRECINCT B - Waseca County Highway Shop  
1495 5<sup>th</sup> Street SE

Adopted this 20<sup>h</sup> day of December, 2022

\_\_\_\_\_  
R. D. SRP  
MAYOR

ATTEST:

\_\_\_\_\_  
JULIA HALL  
CITY CLERK

RESOLUTION NO. 22-66

A RESOLUTION OF THE WASECA CITY COUNCIL  
DESIGNATING AUTHORIZED SIGNERS FOR THE  
OFFICIAL DEPOSITORIES AND  
BROKERS/DEALERS FOR THE CITY OF WASECA  
FOR FISCAL YEAR 2023

**WHEREAS**, State Statutes require that City funds be deposited with designated financial institutions; and

**WHEREAS**, the City has deposited various funds or may deposit funds with these following designated financial institutions:

Keen Bank	Waseca, MN
The Minnwest	Waseca, MN
United Prairie Bank	Waseca, MN
UBS Financial Services Inc.	Wayzata, MN
Morten Capital Markets, LLC	Excelsior, MN

**NOW, THEREFORE, BE IT RESOLVED** that the recitals set forth above are incorporated herein.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Mayor and Council of the City of Waseca, that the City is authorizing the following City officials to act as authorized signers for the City’s financial institutions:

Public Works and Utilities Director, City of Waseca, Carl Sonnenberg  
Finance Director, City of Waseca, Alicia Fischer

Adopted this 20<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
R.D. SRP  
MAYOR

ATTEST:

\_\_\_\_\_  
JULIA HALL  
CITY CLERK

**RESOLUTION NO. 22-67**  
**A RESOLUTION OF THE WASECA CITY COUNCIL**  
**TO NOT WAIVE THE STATUTORY MUNICIPAL**  
**TORT LIABILITY LIMIT FOR THE CITY OF**  
**WASECA**

**WHEREAS**, the City of Waseca purchase liability insurance through the League of Minnesota Cities (LMC); and

**WHEREAS**, League of Minnesota Cities Insurance Trust requires their member Cities to formally waive or not waive the statutory tort liability limits to the extent of coverage purchased; and

**WHEREAS**, if the City chooses to *not waive* the statutory tort limits, an individual claimant would be limited to \$500,000 on a single occurrence and \$1,500,000 for all claims arising out of the same occurrence to which statutory limits apply; and

**WHEREAS**, if the City chooses to *wave* the statutory tort limits, an individual claimant would be limited to \$2,000,000 on a single occurrence and \$2,000,000 for all claims arising out of the same occurrence to which the statutory tort limits apply; and

**WHEREAS**, this decision must be made by the Mayor and City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Waseca that the City DOES NOT WAIVE the monetary limits on municipal tort liability established by Minnesota Statutes § 466.04 for calendar year 2023.

Adopted this 20<sup>th</sup> day of December, 2022.

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R. D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

<b>Title:</b>	Resolution No. 22-65 Approving a Variance to allow for a fence height encroachment within the corner side yard, for the property located at 730 8 <sup>th</sup> St NE.		
<b>Meeting Date:</b>	December 20, 2022	<b>Agenda Item Number:</b>	<b>7A</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	PC Memo Resolution No. 22-65 EXHIBIT A
<b>Originating Department:</b>	Community Development	<b>Presented By:</b>	Bill Green
<b>Approved by City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to adopt Resolution No. 22-65, A Resolution of the Waseca City Council Approving a Variance to allow for a fence height encroachment within the corner side yard for the property located at 730 8 <sup>th</sup> St NE.		
<b>How does this item pertain to Vision 2030 goals?</b>	Supporting this variance promotes Good Governance.		

**BACKGROUND:** Brandon Goebel and Hannah Olson, owners of the property, are requesting a variance to allow for a six (6) foot high privacy fence to be installed within the corner side yard, where the maximum height permitted is four (4) feet.

The Variance is from Section 154.159 (L) (2) (b) & (d), Landscaping, Screening and Fencing, where the maximum height for a fence in the corner side yard is four (4) feet.

The Planning Commission held a public hearing on the Variance request on December 13, 2022. The Planning Commission voted 3-1 recommending approval of the variance to the City Council.

**BUDGET IMPACT:** None

**POLICY QUESTION:** The City Council has the authority to approve variances.

**ALTERNATIVES CONSIDERED:** None

**RECOMMENDATION:** Motion to adopt Resolution No. 22-65. A Resolution of the Waseca City Council Approving a Variance to allow for a fence height encroachment within the corner side yard for the property located at 730 8<sup>th</sup> St NE.

**PLANNING DEPARTMENT**  
**MEMORANDUM**

**TO:** Tom Sexton, Chair  
Waseca Planning Commission

**FROM:** Bill Green  
Planning & Zoning Coordinator

**MEETING DATE:** December 13, 2022

**SUBJECT:** Public Hearing - Action No. 22-07 VAR – Variance: Goebel, 730 8<sup>th</sup> St NE

**ATTACHMENTS:** Application  
Site Location Map  
Exhibit A  
Site Photos

**APPLICANT**

Applicants are Brandon Goebel and Hannah Olson, owners of the property. A complete application was received November 4, 2022. Final action, which is required within 60 days of the complete application date, must be taken by January 3, 2023.

**REQUEST**

The applicant is requesting a variance to allow for a fence encroachment within the required 20-foot corner side setback.

**LOCATION**

The property is located at 730 8<sup>th</sup> St NE in Waseca, MN and is described as:

**EXHIBIT A**

**CURRENT LAND USE**

The site consists of one parcel. The property is currently developed as a single family dwelling.

**PROPOSED LAND USE**

The proposed use of the property will not change. The existing use of a single family dwelling is a permitted use in the R-2 Zoning District.

**ZONING**

The parcel is currently zoned R-2, Urban Residential District. No change in zoning is requested. The adjacent properties in all directions are zoned R-2, Urban Residential.

**ENVIRONMENTAL**

There are no known environmental issues.

**CODE OF ORDINANCES**

154.016 R-2, URBAN RESIDENTIAL DISTRICT.

Table 4-9: Maximum Structure Height, R-2 District

	<i>Feet</i>
Principal building <sup>1</sup>	32
Fences	
Front yards	4
Side or rear yards	6
1 Or 2.5 stories, whichever is less. See § <u>154.201</u> , Rules of Measurement, Building Height.	

154.159 LANDSCAPING, SCREENING AND FENCES.

(L) *Fences and walls.*

(2) *Residential district fences or walls.*

(b) No fence shall be erected in any front or corner side yard, to a height in excess of four feet.

**PUBLIC UTILITIES**

The site is currently served by public utilities. No new public utilities are proposed or required for this action.

**REVIEW**

On November 4, 2022, the City of Waseca received a completed variance application for the property located at 730 8<sup>th</sup> St NE. Brandon Goebel and Hannah Olson, owners of the property, are requesting a variance to allow for a six (6) foot high fence to be installed within the required corner side yard setback, where the maximum height for a fence within the corner side setback is four (4) feet.

The Variance is from Section 154.016 (E) Table 4-9, Required Setbacks, R-2 District, which requires a 20 foot corner side yard setback; and from Section 154.159, Landscaping, Screening and Fencing, where the maximum height for a fence in the corner side yard is four (4) feet.

Approving of the variance is reasonable due to the existing conditions of the lot which include the existing reduced corner side setback of the garage. The six (6) foot fence as installed will not create unreasonable traffic or pedestrian blind spots. While not applicable in this situation, the fence does meet the site-triangle criteria when applied to the sidewalk location with the neighboring property to the west. The City Engineer has reviewed the location and supports the fence location encroachment as installed.

**PUBLIC COMMENT**

One public comment(s) was received as of December 5, 2022. The comment opposes the variance based on visibility concerns.

## **FINDINGS**

In granting a Variance, the following findings shall be made:

- The Variance is in harmony with the purposes and intent of the ordinance.
- The use and variance are consistent with the comprehensive plan.
- The proposal puts the property to use in a reasonable manner.
- There are unique circumstances to the property not created by the landowner.
- The Variances, if granted, will not alter the essential character of the locality.

## **RECOMMENDATION**

Staff recommends approval of the Variance to allow for a six (6) foot high fence to be installed which will encroach into the required corner side yard setback, for the property located at 730 8<sup>th</sup> St NE subject to the following conditions:

1. The property owner shall verify property line locations prior to further development.
2. All development on the property shall comply with the Waseca Code of Ordinances and State and Local Building codes.
3. All costs associated shall be paid by the property owner.

## **REQUESTED ACTION**

Hold a public hearing on the Variance request and take action on a recommendation to be forwarded to the City Council for consideration at their December 20, 2022 meeting.



pd chk# 136  
137  
11-4-22

**APPLICATION FOR VARIANCE**  
From Provisions of the Zoning Ordinance

FEES

Application fee payable to City of Waseca (non-refundable)	
Homestead fee:	\$ 300.00
Other Residential:	\$ 520.00
Public/Semi-Public	\$ 400.00
Commercial/Industrial	\$ 520.00
Mixed Use Overlay District –	
Certificate of Design Compliance	\$ 100.00
Recording Fee payable to Waseca County Recorder	\$ 46.00

Brandon Goebel and Hannah Olson

Name of Applicant

[Redacted]

E-mail Address

730 8th St NE

[Redacted]

Address of Owner:

Phone Number

730 8th St NE

Street Address of Property Involved

Legal Description of Property Involved

See Attached

Present Use

Proposed Use

Single Family Home

Same

Present Zoning

Section of the Zoning Ordinance from which Variance is being requested

R-2

154.016 (E) Table 4-4  
154.159 (L) (2) (d)

What is the Code requirement from which the Variance is requested?

Fence not to exceed 4 feet height in corner side setback.

State exactly what is intended to be done on or with the property which does not conform to existing regulations

Extend fence 8 feet beyond corner of (1 panel)

house with 6 foot panels.

Please answer each question in detail to establish why a variance is necessary:

Explain in detail what undue hardship would result, or what exceptional difficulty would result, if a variance is not granted.

If the variance is not granted we are ~~losing~~ <sup>losing</sup> a good portion of our yard along with privacy.

What are your alternatives to a variance? Please list and explain up to two alternatives comparing each to your request

Alternative 1:

Cut down fence to 4-foot height

Alternative 2:

move fence

What special conditions (shape of lot, exceptional topographic or other extraordinary conditions) apply to the structure or land in question that are peculiar to the property involved and do not apply generally to other land or structures in the district in which said land is located?

Existing house and garage are on a corner lot with a narrower side yard setback.

What effect would the variance have on traffic; public parking; emergency fire, police, or ambulance access; surrounding property values; public health, safety, and welfare in general; or the interest of the Zoning Ordinance and Comprehensive Plan?

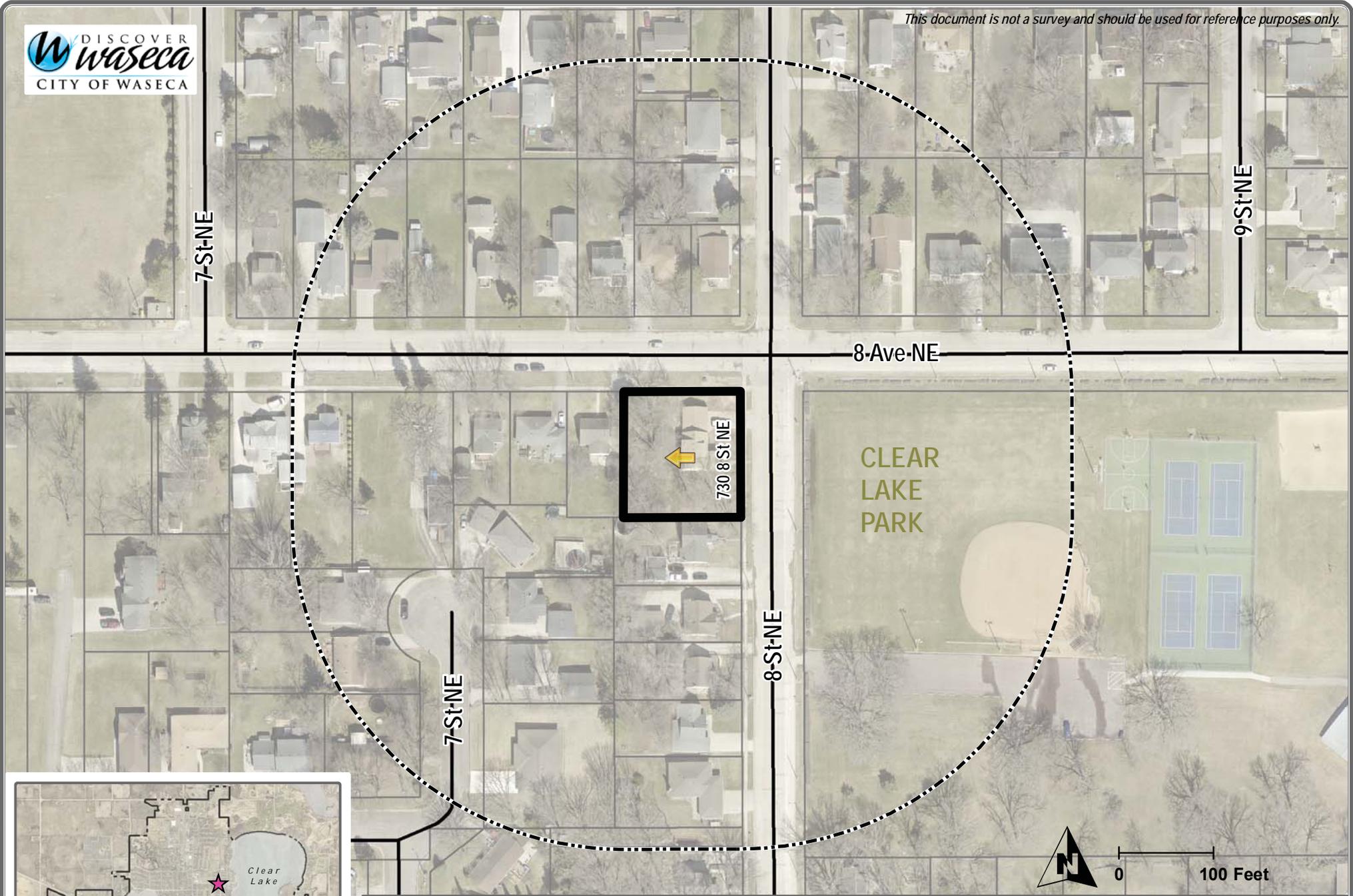
None

Applications must be accompanied with a map or sketch illustrating the dimensions of the property and the location of existing and propose structures.

Acknowledgement and Signature: The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Waseca to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinance of the City of Waseca and the laws of the State of Minnesota. The undersigned hereby consents that City of Waseca officials, employees, appointed commissioners and consultants hired by the City may enter the property to inspect the layout of structures, proposed placement of planned structures and additions, and the property's site features and dimensions.

  
Signed

11/4/22  
Date



**VARIANCE - Brandon Goebel & Hannah Olson**  
730 8th Street NE - Waseca, MN 56093  
PIN: R17.117.0350

This lot is located  
within the  
Shoreland Overlay District.

## EXHIBIT A

Commencing at the Northeast Corner of Lot Eight (8), Auditor's Plat of the North Half ( $N \frac{1}{2}$ ) of the Southwest Quarter ( $SW \frac{1}{4}$ ) of Section Eight (8), Township One Hundred Seven (107) North, Range Twenty-Two (22) West, as the point of commencement; thence South along the West line of Eighth Street Northeast a distance of One Hundred Thirty-Two and Eight Tenths (132.8) feet; thence in a Westerly direction a distance of One Hundred Twenty-Four and Seven Tenths (124.7) feet; thence in a Northerly direction a distance of One Hundred Thirty-Two and Eight Tenths (132.8) feet to the North line of said Lot Eight (8); thence in an Easterly direction along the North line of said Lot Eight (8) a distance of One Hundred Twenty-Four and Seven Tenths (124.7) feet to the point of commencement, Waseca County, Minnesota.

**730 8<sup>th</sup> St NE – Goebel**



**Looking West**



**Looking West**



**Looking Southwest**



**Looking South**



Looking East



Looking Southeast



**Looking Southeast**

**RESOLUTION NO. 22-65**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
GRANTING A VARIANCE TO ALLOW FOR A FENCE HEIGHT  
ENCROACHMENT WITHIN THE CORNER SIDE YARD FOR  
THE PROPERTY LOCATED AT 730 8<sup>TH</sup> ST NE**

**WHEREAS**, application has been made to the City Council of the City of Waseca by Brandon Goebel and Hannah Olson, owners of the property, for approval of a variance from the provisions of Chapter 154 of the Waseca City Code to allow for a six (6) foot high fence encroachment within the corner side yard. The property is located at 730 8<sup>th</sup> St NE and is described as:

**EXHIBIT A**

And,

**WHEREAS**, the Waseca Planning Commission held a public hearing on the request at its December 13, 2022 meeting, and all interested parties were provided an opportunity to comment; and

**WHEREAS**, the City Council of the City of Waseca has considered the advice and recommendation of the Planning Commission, the consistency of the proposed project with the Waseca Zoning Ordinance, and the effect of the proposed use on the health, safety, and welfare of the occupants of the surrounding land, existing and anticipated traffic conditions, and the effect of the proposed use on the City's Comprehensive Plan, and the effect on property values in the surrounding area; and

**WHEREAS**, the City Council of the City of Waseca makes the following findings of fact related to the proposed development and requested variance:

1. The Variance is in harmony with the purposes and intent of the ordinance.
2. The use and Variance are consistent with the Comprehensive Plan.
3. The proposal puts the property to use in a reasonable manner.
4. There are unique circumstances to the property not created by the landowner.
5. The Variance, if granted, will not alter the essential character of the locality.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca that the variance from the provisions of Chapter 154, Section 154.159 (L) (2) (b) & (d), Landscaping, Screening and Fencing, where the maximum height for a fence in the corner side yard is four (4) feet, is subject to the following conditions:

1. The property owner shall verify property line locations prior to further development.

2. The property owners may, at their discretion, leave the NW corner panel section of the fence at an angle as it exists today, or, may choose to square off the corner as originally intended.
3. All development on the property shall comply with the Waseca Code of Ordinances and State and Local Building codes.
4. All costs associated with this project shall be paid by the property owner.

Adopted this 20th day of December 2022.

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R.D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK



CITY OF WASECA

*Request for City Council Action*

<b>Title:</b>	DESIGNATE CITY NEWSPAPER FOR 2023		
<b>Meeting Date:</b>	DECEMBER 20, 2022	<b>Agenda Item Number:</b>	<b>7B</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input checked="" type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Waseca County News Proposal Waseca County Pioneer Proposal Statute Requirements for Designating an official newspaper
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	Interim City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to designate the official City Newspaper for 2023.		

**BACKGROUND:** Section 12.01 of the Waseca City Charter requires the Council to annually designate the official City newspaper for legal publications.

Minn. Stat. § 331A.02, subd. 1 (a)-(j): is required to select an official newspaper and Minn. Stat § 331A.02, subd. 1(k) states: The newspaper must comply with requirements (a)-(j) for at least one year immediately preceding the date of the notice of publication.

Waseca County News and Waseca County Pioneer submitted proposals per MN Statute § 331A.02 to be designated as the official City newspaper. Please review the “*Qualified newspapers*” requirements highlighted on page 1 and 2 of the League of Minnesota Cities publication attached here as page 3 and 4; as well as the responses from both newspapers at pages 6 and 7.

**BUDGET:** Proposed pricing:

NEWSPAPER NAME:	WASECA COUNTY NEWS	WASECA COUNTY PIONEER
<b>LEGAL NOTICES</b>		
Cost per line per column	\$0.834	\$1.42
Column size	1.55 inches	2 inches
Cost per inch per column	\$7.50	\$5.00
Cost for subsequent runs	\$7.50	\$5.00
<b>DISPLAY ADVERTISEMENTS</b>		
Cost per line per column	\$0.834	\$1.42
Column size	1.55 inches	2 inches
Cost per inch per column	\$7.50	\$5
Cost for subsequent runs	\$7.50	\$4.50
<b>CLASSIFIED ADVERTISEMENTS</b>		
Cost per line per column	\$0.834	\$1.42
Column size	1.55 inches	2 inches
Cost per inch per column	\$7.50	\$5
Cost for subsequent runs	\$7.50	\$4.50

---

Samples of articles with their pricing are attached at pages 10-12 and 20, 22-23.

**HISTORY:** The current designated official newspaper for the City of Waseca is Waseca County News. At the time Waseca County News was designated the official newspaper, there was not a second newspaper within Waseca. The city can designate only one official newspaper.

**RECOMMENDATION:** Staff recommends a discussion and a motion selecting the Official City Newspaper for 2023.



# Newspaper Publication

INFORMATION MEMO

Published: July 6, 2022

## Qualified newspapers

There are a wide variety of newspapers, from local city newsletters to qualified newspapers. Sometimes, state law requires cities to publish information. When publication is not required, cities may still choose to publish it to better inform the public.

When any of the following terms are used in a statute that refers to the publication of public notice, they refer to a qualified newspaper:

- A qualified legal newspaper.
- A legal newspaper.
- An official newspaper.
- A newspaper.
- A medium of official and legal publication (Stat. § 331A.01, subd. 8).

A newspaper must meet the following criteria to be a qualified newspaper (Minn. Stat. § 331A.02, subd. 1(a)-(j)):

- It must be printed in English, in a newspaper format, and in a column and sheet form equivalent in printed space to at least 800 square inches.
- If a daily paper, it must be published and distributed at least five days each week. In any week in which there is a legal holiday, not more than four issues of a daily paper are necessary.
- If not a daily paper, it may be published and distributed at least twice a month with respect to the publishing of government public notices.
- In at least half of the issues each year, no more than 75% of its printed space can be advertising material and paid public notices.
- In all its issues each year, 25% (if published more often than weekly) or 50% (if published weekly) of its news columns must be devoted to news of local interest.
- Not more than 25% of its total non-advertising column inches in any issue may wholly duplicate any other publication unless the duplicated material is from general-news services.
- It must be of general circulation in the area to which a public notice is directed, or where there is a reasonable likelihood that the person to whom it is directed will become aware of the notice.

- It must have its known office of issue located in either the county in which it lies (in whole or in part), in the city that is publishing the public notice, or an adjoining county.
- The newspaper must file a copy of each issue promptly with the MN Historical Society.
- It must be made available at single or subscription prices to anyone requesting the newspaper and making the applicable payment, or be distributed without charge to local residents.
- The newspaper must comply with all of the above requirements for at least one year immediately preceding the date of the notice of publication.
- It must publish a sworn U.S. Post Office periodicals-class statement of ownership and circulation between Sept. 1 and Dec. 31 of each year. As an alternative, the newspaper may publish a statement of ownership and circulation verified by a recognized independent circulation auditing agency covering a period of not less than one year, ending no earlier than the June 30 preceding the publication deadline.
- It must submit a filing to the secretary of state containing the newspaper's name, address of its known office of issue, telephone number, and a statement that the newspaper has complied with all the above requirements. The filing must be after the publication but before Dec. 31, and must include a \$25 filing fee.

## Designating a newspaper

A city generally designates an official newspaper. The city publishes notices in the official newspaper to inform the public of the city's activities.

Cities may enter multi-year contracts with a qualified newspaper for publication of public notices. No multi-year contract may be for longer than three years (Minn. Stat. § 331A.06, subd. 5).

### Statutory cities

Statutory city councils must designate an official newspaper at their first meeting each year. The official newspaper is used for the publication of ordinances and other matters that are legally required to be published. The official newspaper should also be used for the publication of any other matters that the council deems to be in the public interest. The official newspaper must be a legal newspaper of general circulation in the city (Minn. Stat. § 412.831).

A statutory city may change its designation of an official newspaper at times other than the first meeting of the year (A.G. Op. 471-G (Mar. 19, 1962)).

### All cities

When a city designates an official newspaper, it must choose the newspaper in the following priority (Minn. Stat. § 331A.04, subds. 1-5).

- If there are one or more qualified newspapers with their offices of issue located in the city, the city must choose one of these newspapers.
- If there is no qualified newspaper with a known office of issue in the city, but one or more qualified newspapers maintain a secondary office in the city, the city must choose one of these newspapers.

- If there is no qualified newspaper with a known office of issue or a secondary office in the city, then the city must choose a qualified newspaper of general circulation.
- If the city is without an official newspaper or the publisher refuses to publish a particular public notice, the city must designate a qualified newspaper of general circulation.
- If the city has territory in two or more counties, the council may designate a separate qualified newspaper for each county.
- If no qualified newspaper exists, publication is not required (Stat. § 331A.03, subd. 1).

There is an exception to this order of priority. The city may designate any newspaper as its official newspaper if:

- The newspaper is a qualified newspaper.
- The newspaper has provided regular coverage of the proceedings of the governing body of the city and will continue to do so.
- The governing body votes unanimously to designate the newspaper.
- The publisher of the newspaper furnishes a sworn statement, verified by a recognized independent circulation auditing agency, covering a period of at least one year ending no earlier than 60 days before designation for the newspaper, stating the newspaper's circulation reaches no fewer than 75% of the households within the city (Stat. § 331A.04, subd. 6).

A city cannot designate more than one official newspaper (A.G. Op. 314-B-23 (Jan. 30, 1959)).

## Home rule charter cities

Home rule charter cities may have additional designation criteria in their charters. Officials from these cities should check the city's charter for other requirements.

## Publication requirements

Cities are subject to a variety of general publication requirements.

### Published notice

When a statute refers to "published notice" it means publication in full of the notice in the regular issue of a qualified newspaper, once each week for the number of weeks specified (Minn. Stat. § 645.11).

### Where items must be published

All public notices generally must be published in a qualified newspaper. When an item is required to be published in a newspaper that is located in a city and no qualified newspaper is located in that city, the publication must be made in a qualified newspaper that is likely to give notice unless a particular statute provides otherwise. If no qualified newspaper exists, publication is not required (Minn. Stat. § 331A.03, subd. 1).

Fourth class cities located in the Twin Cities metropolitan area are not required to publish notice in a qualified newspaper, as long as both of the following conditions are met (Minn. Stat. § 331A.03, subd. 2):

- There is no qualified non-daily newspaper of general circulation in the city.

The Waseca County News began circulation on May 19, 1981 under the name Waseca Weekly. The name was changed in July 1982 to Waseca County News and publication has continued since.

**Responses to “criteria to be a qualified newspaper (Minn. Stat. § 331A.02, subd. 1(a)-(j))”**

- Response to Criterion 1:** The Waseca County News is printed in English in a tall tab format. The printed space on each page is 9.88” x 12.5” = 123.5 square inches per page. Each edition is always at least 20 pages or 2,470 square inches, exceeding the 800 square inches size requirement.
- Response to Criterion 2:** The Waseca County News is not a daily paper; this criterion does not apply.
- Response to Criterion 3:** The Waseca County News is published each Wednesday. An average month has 4 issues, and each issue has a public notices section.
- Response to Criterion 4:** The editors of the Waseca County News provide valuable content and monitor the proportion of news versus advertising to ensure that approximately 75% of the paper is news and only 25% is advertising and paid public notices.
- Response to Criterion 5:** The reporters for the Waseca County News provide high-quality local stories in each issue and regularly exceed the 50% local stories threshold.
- Response to Criterion 6:** The editors of the Waseca County News rarely use content from other sources as the majority of stories are written by a dedicated reporter covering news local to Waseca County.
- Response to Criterion 7:** The Waseca County News is sold by vendors, largely gas stations, throughout the City of Waseca and surrounding towns. The public notices published in the Waseca County News are relevant to Waseca County residents.
- Response to Criterion 8:** The Waseca County News office, its “known office of issue” is located at 213 2nd St NW, Waseca, MN 56093. This location is within the City of Waseca in Waseca County.
- Response to Criterion 9:** The MN Historical Society receives a copy of the Waseca County News each week via mail, and staff at both organizations communicate to ensure all editions have been received.
- Response to Criterion 10:** The Waseca County News is available for sale via subscription to anyone who pays the applicable payment and at single issue prices via vendors, like gas stations, throughout the county.
- Response to Criterion 11:** The Waseca County News have been complying with these Criteria for many years.
- Response to Criterion 12:** The Waseca County News filed its “U.S. Post Office periodicals-class statement of ownership and circulation” with the Waseca Post Office on September 23, 2022 and published it on September 28, 2022.
- Response to Criterion 13:** The Waseca County News submitted a filing to the MN Secretary of State and paid the \$25 fee in September 2022.

## Julia Hall

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**From:** Pioneer <news@wasecacountypioneer.com>  
**Sent:** Thursday, December 15, 2022 12:24 PM  
**To:** Julia Hall  
**Subject:** Re: Needed Information ASAP for Proposal to Designate City Newspaper

Our first paper came out July 1, 2022.

1. English, each paper is a minimum of 3822 square inches
2. Weekly paper
3. Weekly paper.
4. Our advertising percentage varies between 0 and 30% - this is listed each week on all of our print orders and post office paperwork
5. 100 percent of our news is of local interest
6. None of our content is duplicated and not news material
7. Waseca County
8. City of Waseca
9. The historical society microfilms each of our editions
10. Subscriptions are \$55 and available on newsstands
11. We started publication in July. When the Journal opened in Janesville they were named the legal newspaper for the city of Janesville and the school district the following January, less than a year. I believe this rule is to ensure the newspaper you are printing in is still around. I would argue the newspaper which lost more than a third of its subscribers within two months after we opened is in more danger of not staying businesses.
12. The statement of ownership is printed in the paper.
13. I submitted our paperwork with the Secretary of State early this month.

Please let know if you need anything further.

On Dec 15, 2022, at 10:18 AM, Julia Hall <[juliah@ci.waseca.mn.us](mailto:juliah@ci.waseca.mn.us)> wrote:

Hello,

Could you please reply ASAP (before end of business today 12/15) and let me know the date your newspaper began circulation as well as we need clarification to ensure your newspaper meets all 13 goals and requirements listed on page 3 and 4 of the proposal. Per Minn. Stat. 331A.02 subd. 1(a-jj)).

Proposal is attached for a reminder of what those requirements are.

Julia Hall  
City Clerk  
City of Waseca  
(507) 835-9700

<Request for Proposal Designate Newspaper.docx>

 EXTERNAL EMAIL SENDER – Think Before You Click !!

**PROPOSAL FORM**  
(Must be filled out completely)

**1. GENERAL INFORMATION**

NEWSPAPER NAME: Waseca County News

ADDRESS: 213 2nd St. NW, Waseca, MN 56093

PUBLISHER: Adams Publishing Group, LLC CONTACT: Tom Kelling

PHONE NUMBER: (507) 444-2390 EMAIL ADDRESS: tom.kelling@apgsomn.com

DATE OF CURRENT ADJUDICATION: \_\_\_\_\_

CURRENT MINNESOTA BUSINESS LICENSE NUMBER: 664-350 (Publication Number from Statement of Ownership, Management, and Circulation)

PAID CIRCULATION CITY OF WASECA  
HOME DELIVERY AND MAIL: 548  
SINGLE COPY SALES: 138  
OTHER: 263

PAID CIRCULATION OUTSIDE CITY OF WASECA  
HOME DELIVERY AND MAIL: 100  
SINGLE COPY SALES: 115  
OTHER: 0

UNPAID DISTRIBUTION CITY OF WASECA: 5596

UNPAID DISTRIBUTION OUTSIDE CITY OF WASECA: 0

NUMBER OF DAY(S) PER WEEK PUBLISHED: 1

DAY(S) OF THE WEEK PUBLISHED: Wednesday

REQUIRED LEAD TIME FOR PUBLICATION: 3 Business Days

LEAD TIME FOR RETRACTIONS OR CORRECTIONS: 2 Business Days

IS ONLINE PUBLICATION AVAILABLE AT NO ADDITIONAL COST? Yes

**2. PRICE INFORMATION**

LEGAL NOTICES:  
Cost per line per column \$ 0.834 Column size 1.55"

Cost per inch per column \$ 7.50 Column size 1.55"

Cost for subsequent runs \$ 7.50 per column inch

Cost of attached legal notice \$ 112.50

DISPLAY ADVERTISEMENTS:

Cost per line per column	\$ <u>0.834</u>	Column size <u>1.55"</u>
Cost per inch per column	\$ <u>7.50</u>	Column size <u>1.55"</u>
Cost for subsequent runs	\$ <u>7.50 per column inch</u>	
Cost of attached display advertisement	\$ <u>45.00</u>	

CLASSIFIED ADVERTISEMENTS:

Cost per line per column	\$ <u>0.834</u>	Column size <u>1.55"</u>
Cost per inch per column	\$ <u>7.50</u>	Column size <u>1.55"</u>
Cost for subsequent runs	\$ <u>7.50 per column inch</u>	
Cost of attached display advertisement	\$ <u>10.00</u>	

**PLEASE NOTE:** Each proposal shall include copies of:

- Previously published and/or sample legal notices
- Display advertising
- Current business license certificate
- Documentation verifying circulation numbers
- Minnesota Secretary of State Filing Status

**Legal Notice**

3 columns wide x 5" tall

Total Cost: \$112.50

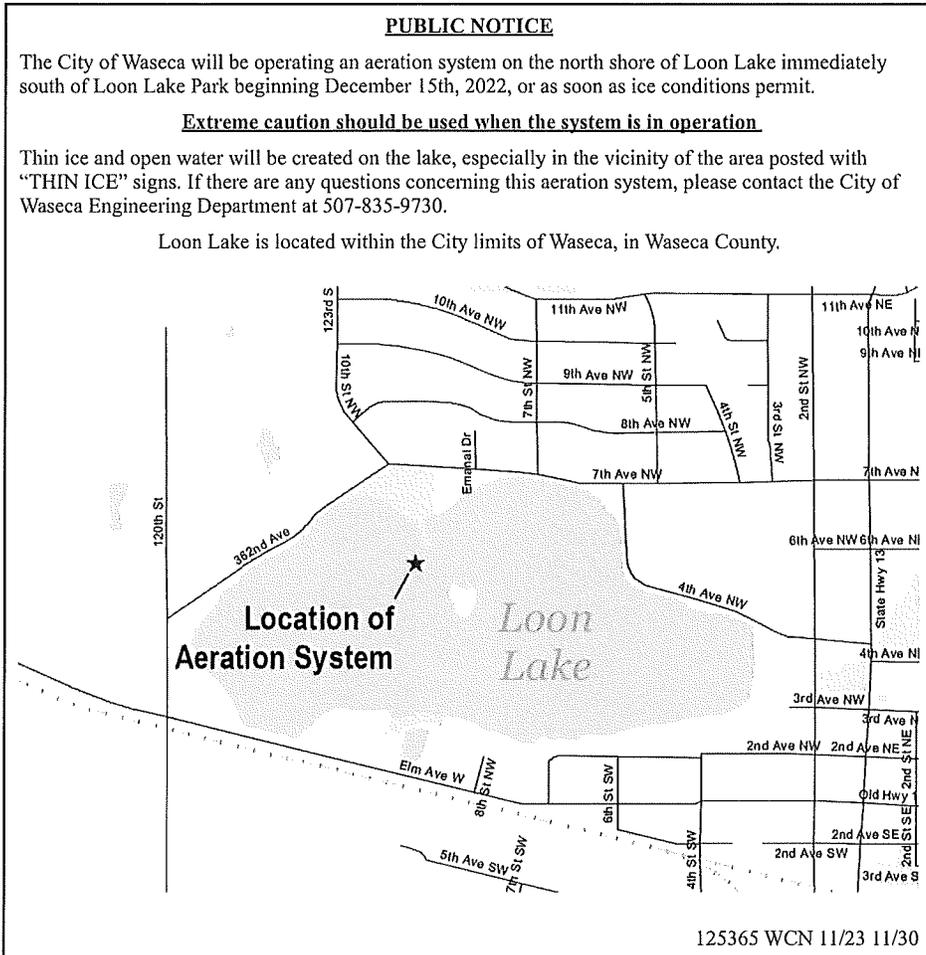
**PUBLIC NOTICE**

The City of Waseca will be operating an aeration system on the north shore of Loon Lake immediately south of Loon Lake Park beginning December 15th, 2022, or as soon as ice conditions permit.

**Extreme caution should be used when the system is in operation.**

Thin ice and open water will be created on the lake, especially in the vicinity of the area posted with "THIN ICE" signs. If there are any questions concerning this aeration system, please contact the City of Waseca Engineering Department at 507-835-9730.

Loon Lake is located within the City limits of Waseca, in Waseca County.



**Display Notice**

2 columns wide x 3" tall

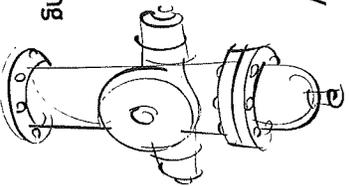
Total Cost: \$45.00

## Water Hydrant Flushing!

The City of Waseca's Water Utility will be flushing fire hydrants beginning Monday, Sept. 19th...

Utility workers will be moving: Southwest to Southeast, then Northwest to Northeast...

Rusty water may be evident during this time and shortly after...



**MORE INFO → Call Utility Billing @ 835-9718**



# Classified Notice

## Text Copy Proof:

APG MEDIA OF SOUTHERN MN, LLC, 514 Central Avenue, Faribault, MN 55021  
Proof of Ad 12/06/22

Water Hydrant Flushing!  
The City of Waseca's  
Water Utility will be  
flushing fire hydrants  
beginning Monday, Sept. 25th.  
Utility workers will be moving:  
Southwest to Southeast, then  
Northwest to Northeast. Rusty  
water may be evident during  
this time and shortly after.  
MORE INFO: Call Utility  
Billing @ 835-9718.

	Ad ID: 126096 Description: Water Hydrant Flushing Run Dates: 12/07/22 to 12/14/22 Class: 905 Orig User: AWHITE Words: 48 Lines: 12 Agate Lines: 12 Depth: 1.333 Blind Box:
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Publication	Start	Stop	Inserts
WASECA COUNTY NEWS	12/14/22	12/14/22	1
WEB PAGE-WASECA	12/07/22	12/13/22	7
<b>Total Cost:\$10.00</b>			

Customer Note:

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Ad Note:



# Statement of Ownership, Management, and Circulation

(All Periodicals Publications Except Requester Publications)

1. Publication Title <b>Waseca County News</b>	2. Publication Number 6 6 4 - 3 5 0	3. Filing Date 09/23/2022
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4. Issue Frequency <b>Wednesday</b>	5. Number of Issues Published Annually <b>52</b>	6. Annual Subscription Price <b>83.16</b>
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7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4®) <b>213 Second Street, NW, Waseca, MN 56093</b>	Contact Person <b>Randy Rickman</b>
	Telephone (Include area code)

8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer)  
**514 Central Avenue, Faribault, MN, 55021**

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (Do not leave blank)  
 Publisher (Name and complete mailing address)

**Randy Rickman,** [Redacted]  
 Editor (Name and complete mailing address)

**Philip Weyhe,** [Redacted]  
 Managing Editor (Name and complete mailing address)

**Philip Weyhe,** [Redacted]

10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)

Full Name	Complete Mailing Address
APG Media of Ohio, LLC	PO Box 4210, Athens OH 45701
Adams Publishing Group, LLC	29088 Airpark Drive, Easton, MD 21061

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box  None

Full Name	Complete Mailing Address
ALTER DOMUS (US) LLC	225 West Washington St, Chicago, IL 60606

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)  
 The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:  
 Has Not Changed During Preceding 12 Months  
 Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement)

13. Publication Title Waseca County News		14. Issue Date for Circulation Data Below <b>September 7, 2022</b>	
15. Extent and Nature of Circulation Wednesday		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies ( <i>Net press run</i> )		1267	1160
b. Paid Circulation ( <i>By Mail and Outside the Mail</i> )	(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	126	107
	(2) Mailed In-County Paid Subscriptions Stated on PS Form 3541 ( <i>Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies</i> )	722	611
	(3) Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS®	238	436
	(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)	0	0
c. Total Paid Distribution [ <i>Sum of 15b (1), (2), (3), and (4)</i> ] ▶		1086	1154
d. Free or Nominal Rate Distribution ( <i>By Mail and Outside the Mail</i> )	(1) Free or Nominal Rate Outside-County Copies included on PS Form 3541	6	5
	(2) Free or Nominal Rate In-County Copies Included on PS Form 3541	11	1
	(3) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail)	0	0
	(4) Free or Nominal Rate Distribution Outside the Mail ( <i>Carriers or other means</i> )	0	0
e. Total Free or Nominal Rate Distribution ( <i>Sum of 15d (1), (2), (3) and (4)</i> )		17	6
f. Total Distribution ( <i>Sum of 15c and 15e</i> ) ▶		1103	1160
g. Copies not Distributed ( <i>See Instructions to Publishers #4 (page #3)</i> ) ▶		158	0
h. Total ( <i>Sum of 15f and g</i> )		1261	1160
i. Percent Paid ( <i>15c divided by 15f times 100</i> ) ▶		98.46	99.48

\* If you are claiming electronic copies, go to line 16 on page 3. If you are not claiming electronic copies, skip to line 17 on page 3.



**UNITED STATES  
POSTAL SERVICE®**

**Statement of Ownership, Management, and Circulation  
(All Periodicals Publications Except Requester Publications)**

16. Electronic Copy Circulation	Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Paid Electronic Copies ▶	107	91
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a) ▶	1193	1245
c. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a) ▶	1210	1251
d. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c × 100) ▶	98.6	99.52

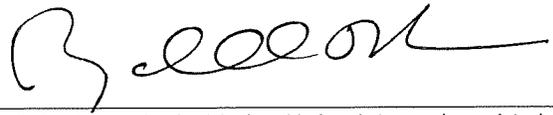
I certify that 50% of all my distributed copies (electronic and print) are paid above a nominal price.

17. Publication of Statement of Ownership

If the publication is a general publication, publication of this statement is required. Will be printed  Publication not required.

in the 09/28/2022 issue of this publication.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner



Date

9-16-22

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).

# Office of the Minnesota Secretary of State

## Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



Must be filed between September 1 and December 31, each year

Filing Fee: \$25.00

Please read the instructions before completing this form.

1. Current Name and Known Office of Issue Address of Newspaper:

Waseca County News
213 2nd St NW
Waseca, MN 56093

2. **IF CHANGED**, list the new name and/or address of known office of issue:

Name of Newspaper:

Street Address:   
(Must be a complete street address or rural route and rural route box number)

City:  State: MN Zip Code:

3. County of Known Office of Issue: (Required)

Waseca

4. Legal Newspaper Phone Number: (Required)

507 835 3390

(Area Code) Phone Number

5. Name and daytime phone number of contact person:

<u>Tom Kelling</u>	<u>507 444 2390</u>
Contact Name	Daytime Phone Number

6. Email Address for Official Notices

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

E-Mail Address: PublicNotices@APGSumm.com

7. This legal newspaper certifies that it has complied with all of the requirements of Minnesota Statutes, section 331A.02.

8. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

<u>TK</u>	<u>9.13.22</u>
Signature of Authorized Representative (Required)	Date

**PROPOSAL FORM**  
(Must be filled out completely)

**1. GENERAL INFORMATION**

NEWSPAPER NAME: Waseca County Pioneer

ADDRESS: 103 S. State Street

PUBLISHER: Pioneer Publications Inc., Eli Lutgens CONTACT: Eli Lutgens

PHONE NUMBER: 507-461-5283 EMAIL ADDRESS: news@wasecacountypioneer.com

DATE OF CURRENT ADJUDICATION: December 9, 2022

CURRENT MINNESOTA BUSINESS LICENSE NUMBER: 8448844

PAID CIRCULATION CITY OF WASECA  
HOME DELIVERY AND MAIL: 622  
SINGLE COPY SALES: 70  
OTHER: 10

PAID CIRCULATION OUTSIDE CITY OF WASECA  
HOME DELIVERY AND MAIL: 155  
SINGLE COPY SALES: 50  
OTHER: \_\_\_\_\_

UNPAID DISTRIBUTION CITY OF WASECA: 2

UNPAID DISTRIBUTION OUTSIDE CITY OF WASECA: 6

NUMBER OF DAY(S) PER WEEK PUBLISHED: 1

DAY(S) OF THE WEEK PUBLISHED: Friday

REQUIRED LEAD TIME FOR PUBLICATION: Deadline is Tuesday at noon

LEAD TIME FOR RETRACTIONS OR CORRECTIONS: End of day Tuesday

IS ONLINE PUBLICATION AVAILABLE AT NO ADDITIONAL COST? Yes

**2. PRICE INFORMATION**

LEGAL NOTICES:  
Cost per line per column \$ \$1.42 Column size 2 inches

Cost per inch per column \$ 5 Column size 2 inches

Cost for subsequent runs \$ same

Cost of attached legal notice \$ \$245.80

DISPLAY ADVERTISEMENTS:

Cost per line per column	\$ <u>1.42</u>	Column size	<u>2 inches</u>
Cost per inch per column	\$ <u>5</u>	Column size	<u>2 inches</u>
Cost for subsequent runs	\$ <u>4.50</u>		
Cost of attached display advertisement	\$ _____		

CLASSIFIED ADVERTISEMENTS:

Cost per line per column	\$ <u>1.42</u>	Column size	<u>2 inches</u>
Cost per inch per column	\$ <u>5</u>	Column size	<u>2 inches</u>
Cost for subsequent runs	\$ <u>5</u>		
Cost of attached display advertisement	\$ _____		

**PLEASE NOTE:** Each proposal shall include copies of:

- Previously published and/or sample legal notices
- Display advertising
- Current business license certificate
- Documentation verifying circulation numbers
- Minnesota Secretary of State Filing Status



Telephone: 507-837-6767  
Email: news@wasecacountypioneer.com  
Address: 103 S. State St.  
P.O. Box 578  
Waseca, MN, 56093

December 9, 2022

Waseca City Council  
Waseca City Hall  
508 S. State Street  
Waseca, MN 56093

Dear Council Members:

Thank you for considering the Waseca County Pioneer for designation as the city's legal newspaper. Although we are a relatively new publication, we are dedicated to giving the people of Waseca a professionally produced newspaper which centers around the personality, character, and progress of their community. The application I received asked for verification that our publication meets the "requirements pertinent about the organization's experience."

I hope sharing my story along with some history will accomplish this. My story, our newspaper's story, really begins with my father, Jim Lutgens. He graduated from Waseca High School in 1979 and attended college at the former Waseca College. After a year, at 20 years old, he was hired to help produce Waseca's newspaper at the time. His journalism career went on to span more than 40 years, including the Waseca Weekly, the Albert Lea Tribune, and a brief two-year stint in the Twin Cities covering what he calls "big city news."

Ultimately city life wasn't for him. In 2005 my father purchased the New Richland Star from LaVonne Meyer. Two years later he purchased the Ellendale Eagle and merged the two, creating the NRHEG Star Eagle. Jim was the sixth publisher in the newspapers' mutual 137 years of publication dating back to Feb. 4, 1886. I became the seventh, taking over in the spring of 2021 as the youngest newspaper publisher in the country.

I bring with me a wealth of information learned from my incredible mentors, most notably, my father, whom I regard as the best—and my favorite—writer. The talented staff we now have at the Pioneer includes editor Deb Bently, who also has more than two decades of journalism experience; Reed Waller, our production manager who has worked in a newspaper office his entire adult life, more than five decades; our incredible staff writers Michael Roy, Tristan Jensen, and contributors too numerous to list here. Finally, we have my father who has graciously come on as our sports editor, a role he enjoys greatly.

The Pioneer brings with it more than 200 years of journalism expertise: 137 years from the Star Eagle; 50 years from Reed Waller; 41 years from Jim Lutgens; 20 years from Deb Bently; 10 from myself as well as many years of experience from our contributors.

By designating the Pioneer as your legal newspaper, you will be supporting a local business which has a strictly local focus: to support the people, businesses, and community of Waseca.

Humbly submitted,

Elijah J. Lutgens  
Publisher

If you have any questions, please do not hesitate to contact me. Another qualification listed on the application was to have legal newspaper filing with the Secretary of State. Our paperwork and application fee were submitted last week; I expect to hear back before the end of the month.

Cell phone: 507-461-5283, email: elijah.lutgens@gmail.com

## Julia Hall

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**From:** Pioneer <news@wasecacountypioneer.com>  
**Sent:** Friday, December 9, 2022 1:59 PM  
**To:** Julia Hall  
**Subject:** Re: Request for Proposal for designation of City of Waseca Official Newspaper  
**Attachments:** Waseca Taxes Due.pdf; 9.pdf

Here is a legal notice for Patton Hoversten and Berg. It is a 4 column by 3 inch high probate. The cost for this was \$120. Next to the ad is a 2 column by 3 inch high job listing display ad. That cost is \$60. The majority of legal notices are in the format you see for PHB. I am also attaching a display ad from Waseca County placed in the Pioneer from October. It is a 3 column by 4 inch high ad and \$120.

We charge \$5 per inch of space and our columns measure two inches wide. Another advantage we have is that our newspaper pages are broadsheet and twice the size of the Waseca County News. Meaning when legal notices are larger, for example, when we ran the tax delinquency list or the sample ballots for the county wide races, we are capable of printing those. There were more than one legal notice we published as the legal newspaper of record for the county (at the Star Eagle) this year which I do not know or believe would have been possible if we printed on such small paper.

 EXTERNAL EMAIL SENDER – Think Before You Click !!

On Dec 9, 2022, at 8:14 AM, Julia Hall <[juliah@ci.waseca.mn.us](mailto:juliah@ci.waseca.mn.us)> wrote:

Thank you Eli,

Do you have samples of articles and their pricing? That was requested as part of the proposal so I am sure they will be looking for them.

Julia Hall  
City Clerk  
City of Waseca

---

**From:** Pioneer <[news@wasecacountypioneer.com](mailto:news@wasecacountypioneer.com)>  
**Sent:** Thursday, December 8, 2022 7:18 PM  
**To:** Julia Hall <[juliah@ci.waseca.mn.us](mailto:juliah@ci.waseca.mn.us)>  
**Subject:** Re: Request for Proposal for designation of City of Waseca Official Newspaper

Julia, if is there is anything further you need, please let me know.

Kind regards,

Eli Lutgens  
Pioneer Publisher

 EXTERNAL EMAIL SENDER – Think Before You Click !!

On Nov 29, 2022, at 12:48 PM, Julia Hall <[juliah@ci.waseca.mn.us](mailto:juliah@ci.waseca.mn.us)> wrote:

Good Afternoon,

Attaches is an RFP to designate the City of Waseca Official Newspaper.

If you are not the correct person/department, please forward to appropriate person/department.

RFP Due by 4:30 pm. Friday December 9<sup>th</sup>.

Respectfully,

Julia Hall  
City Clerk  
City of Waseca  
(507) 835-9700

<Request for Proposal Designate Newspaper.pdf>

# **REAL ESTATE TAXES DUE**

To avoid payment of penalty, 2nd Half Real  
Estate Taxes must be paid on or before

**OCTOBER 17, 2022**

Make Checks Payable To:  
**WASECA COUNTY**

Open weekdays 8 a.m. to 4:30 p.m.  
Use drop box (located north side of courthouse)  
Pay on-line at [www.co.waseca.mn.us](http://www.co.waseca.mn.us)  
or postmark by due date  
PO Box 47, Waseca MN 56093

*Traditions of Waseca*



**NOW HIRING!**  
Looking for CNA/PCAs to join our already amazing team!

- Both full and part-time shifts from 6am-2pm, 2-6pm, and 6pm-6am available
- \$16.18 per hour (plus differential for night shift)
- Black/face schedule with guaranteed 3 day week on every other week-end
- Call (507) 502-1155 for more info

### LEGAL NOTICE

**STATE OF MINNESOTA  
COUNTY OF WASECA**

**PROBATE COURT  
THIRD JUDICIAL DISTRICT  
Probate Court Division  
Court File No.: 81-PR-22-501**

In Re: Estate of  
**CALVIN J. BELOW.**

Decedent

**ORDER AND NOTICE OF HEARING FOR FORMAL PROBATE OF WILL AND APPOINTMENT OF PERSONAL REPRESENTATIVE IN UNSUPERVISED ADMINISTRATION AND**

**NOTICE TO CREDITORS**

TO ALL INTERESTED PERSONS: It is Ordered and Notice is hereby given that on the 21<sup>st</sup> day of November, 2022, at 10:15 a.m., a hearing will be held in the above named Court at Waseca, Minnesota, for the formal probate of an instrument purporting to be the will dated August 22, 2016, and the codicil dated January 3, 2019, of the above named decedent, and for the appointment of Karen R. Below, whose address is 14050 Timber Lane, Waseca, MN 56093, as personal representative of the estate of the above named decedent in an unsupervised administration, and that any objections thereto must be filed with the Court. That, if proper, and no objections are filed, a personal representative will be appointed to administer the estate, to collect all assets, pay all legal debts, claims, taxes and expenses, and sell real and personal property, and do all necessary acts for the estate. Upon completion of the administration, the representative shall file a final account for the allowance and shall distribute the estate to the persons thereto entitled as ordered by the Court, and close the estate.

Notice is further given that ALL CREDITORS having claims against said estate are required to present the same to said personal representative or to the Court Administrator within four months after the date of this notice or said claims will be barred.

Dated: 09/23/2022

*/s/ Carol M. Hanks*  
Judge  
*/s/ Shannon M. Asselin*  
Court Administrator

PATTON, HOVERSTEN & BERG, P.A.  
William L. Hoversten, 447478  
215 E. Elm Ave., PO Box 249  
Waseca, MN 56093  
Phone: 507-835-5240

(Published in the Waseca County Pioneer Friday, October 7 and 14, 2022)



**ICAN**

**WE ARE**

**OPENINGS:**

- Full Time & Part Time Direct Care
- Full Time Overnight
- Full Time & Part Time Income

We are looking for employees who enjoy working with people and want to make a difference in the lives of persons with disabilities.

**Benefits Offered:** Health Benefits Paid Time Off Holiday Pay

**TO APPLY:**

- www.icanmn.us
- 118 North State Street Waseca
- Scan the QR code



118 North State Street, Waseca, 507.835.9140

**IMMEDIATE OPENINGS**

**SUMMIT ON SECOND APARTMENTS**

1000 10TH STREET EAST  
507.833.3474  
HOURS: MON-THURS 9-5

We are accepting applications for 1 bedroom apartments in Waseca, a community you can get attached to. Rent based on income. Now professionally managed by

**BRUTGER**  
LTD. INC.

Income guidelines apply.

Join Us!

## GOSPEL SING-A-LONG SERVICE

Saturday, October 15, 2022

4:00pm

Local Elysian Musicians!

Hot Beef Sandwich Supper!

Spoken Word By:  
Pastor Kristian Bjornstad

Includes: Colelaw, Beans, Pickles, Dessert & Beverage  
Free Will Offering

**Bethlehem Lutheran Church**  
201 NW Park Street  
Elysian, MN

**SWEET-SOMMERS VFVW POST 1642 CALENDAR EVENTS**  
October 2022

Day	Time	Event	Day	Time	Event	Day	Time	Event	
2			4	6-7pm	BURGER NITE 8pm Bar Bingo	6	BEER & BRATS 4:30pm 7pm bingo	8	Meat Raffle 5:30pm
9	RAE you can EAT 10		11	6-7pm	GER NITE 8pm Bar Bingo	13	U.S. NAVY Birthday 1776 7pm Bingo	15	MEAT RAFFLE 8:30pm
16			18	6-7pm	GER NITE 8pm Bar Bingo	20	7pm Bingo	22	WALLEY OR SIMPSON BIRTHDAY 6:00 to 7:00
23			24	6-7pm	GER NITE 8pm Bar Bingo	27	7pm Bingo TREATS ON THE STREET	29	Meat Raffle 8:30pm

Get your news in the Pioneer!

e-mail news@waseca-countypioneer.com

• Lady's nite 2 for one - Men Busch Light \$2.50 from 4 to 6pm.

POST & AUX Meeting 7pm club open 6pm MEMBERS only, Mt. Carmel Income number 05146

## REAL ESTATE TAXES DUE

To avoid payment of penalty, 2nd Half Real Estate Taxes must be paid on or before

**OCTOBER 17, 2022**

Make Checks Payable To:  
**WASECA COUNTY**

Open weekdays 8 a.m. to 4:30 p.m.  
Use drop box (located north side of courthouse)  
Pay on-line at [www.co.waseca.mn.us](http://www.co.waseca.mn.us)  
or postmark by due date  
PO Box 47, Waseca MN 56093

Get your news in the Pioneer!

e-mail news@waseca-countypioneer.com

**Rick's Appliance**  
Rick Maas  
Owner

528 2nd Ave. NW  
Waseca, MN 56093  
807-441-9415  
rickappliance2009@gmail.com

**Waseca Music COMPANY**

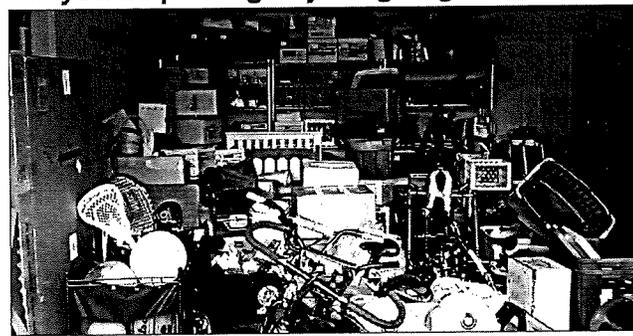
10-30-11-11 180 1st Street Waseca  
Since 1952

- 100% US Waseca made instruments new/used
- Best Sales & Service & Accessories
- Sheet Music & Books
- Guitars & String Instruments
- Piano & Digital Keyboards
- Drums & Percussion
- CD's, DVD's & Vinyl

507-835-2980  
[www.wasecamusic.com](http://www.wasecamusic.com)  
111 South State Street • Waseca, MN

## BRING IN CONSIGNMENT ITEMS TODAY!

Will you be parking in your garage this winter?



**WaSeekers ONLINE AUCTION**

What is WaSeekers? A live auction website and shop for locals, by locals! Place your bids, view pictures and detailed descriptions of items in weekly auctions, or inspect any active auction items at our safe and secure physical location!

Same we sell stuff. Just about anything! WaSeeker's takes in consignment items from people in our community, lists the items on our auction platform, and ships out all the items in our store.

Important notice: All items are subject to a 12% seller's commission with many fees as follows: No buyer fee for items selling for \$25 or more; 5% listing fee for items selling for \$24.00 or less; 25% removal fee. WaSeeker's fee will not be charged if reserve is met.

**NEXT ONLINE AUCTION OCTOBER 19**

Contact Tina Mittelsteadt 507-351-4608  
tina@wasekersonlineauction.com

Bring in all that stuff you don't use anymore to WaSeekers! No wait time. Items brought in will go on WaSeekers next auction. Please write a description and bring your items in!

Come see our complete listing at <https://wasekersonlineauction.com>  
Or in person at 1372 South State Street, Waseca, 507-833-SEEK(7335) Stores hours: W-T-F 10 a.m.-6p.m., Sat 9 a.m. - noon



CITY OF WASECA

*Request for City Council Action*

<b>Title:</b>	RESOLUTIONS FOR THE WASECA CITY COUNCIL, ADOPTING THE 2022 TAX LEVY COLLECTIBLE IN 2023 AND THE 2023 ANNUAL GOVERNMENTAL, ENTERPRISE, AND COMPONENT UNIT BUDGETS.		
<b>Meeting Date:</b>	December 20, 2022	<b>Agenda Item Number:</b>	<b>7C</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input checked="" type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Res. No. 22-68 Res. No. 22-69
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	Finance Director
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> 1) Motion to adopt Resolution 22-68: A Resolution of the Waseca City Council Adopting the Final 2022 City of Waseca Tax Levy Collectible in 2023. 2) Motion to adopt Resolution 22-69: A Resolution of the Waseca City Council Adopting the 2023 Annual City Budget.		
<b>How does this item pertain to Vision 2030 goals?</b>	<ul style="list-style-type: none"> <li>• Good Governance</li> <li>• Expanding and Leverage Economic Development Initiative</li> </ul>		

**BACKGROUND:** At the September 20<sup>th</sup>, 2022, meeting Council adopted Resolution #22-42 which set the preliminary levy for the City of Waseca at \$5,732,593. The General Fund budget includes a 3.2% increase in the tax levy amount requested. The total levy increase is 7.6% the remaining increase is for new tax abatement agreements, annexation and growth funding and an increase in governmental capital funding. The final levy cannot be higher than the preliminary levy, but it can be lower.

The final proposed levy for the City of Waseca is at \$5,545,509, \$187,084 lower than the preliminary levy.

At the budget work sessions the Council has reviewed the individual department budgets, the Capital Improvement Plan, Equipment Replacement Plan and discussed funding scenarios for the City’s 5-Year Infrastructure Improvement Plan. Included within the 2023 budgets are continued steps toward meeting the funding requirements for the City’s capital needs.

**SUMMARY OF LEVY AND GENERAL FUND BUDGET INFORMATION:**

The 2023 Levy and General Fund budget includes the following:

- Funding for Capital Improvement for streets, storm water, parks, and city facilities improvements.
- Funding for Equipment Replacement Plan.
- Funding for employee compensation and benefits.
- Funding for a Comprehensive Plan Update
- Elimination of 2 Full-time positions (1 streets/parks, 1 community development/administration)
- Minor adjustments for department needs.
- New Tax Abatement agreements

Attached to the budget resolution you will find summary budget information relating to the revenue categories and department expenditures for the Governmental, Enterprise and Component Unit Budgets.

**STAFF RECOMMENDATION:**

Staff recommends adoption of the following resolutions

- 1) Resolution #22-68: A Resolution of the Waseca City Council Adopting the Final 2022 City of Waseca Tax Levy Collectible in 2023.
- 2) Resolution #22-69: A Resolution of the Waseca City Council Adopting the 2023 Annual City Budget.

**RESOLUTION NO. 22-68**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
APPROVING THE CITY FINAL 2022 CITY OF WASECA  
TAX LEVY COLLECTIBLE IN 2023**

**WHEREAS**, the City of Waseca, State of Minnesota, requires Property Tax to provide needed and necessary services to the citizens of the City of Waseca; and

**WHEREAS**, the preliminary tax levy was adopted September 20, 2022, by the Waseca City Council; and

**WHEREAS**, the City Council has reviewed budget requests from various departments of the City and has made a determination of the Property Tax required to support city operations for the Calendar Year 2023; and

**WHEREAS**, State law requires adoption of the 2023 final City of Waseca tax levy by December 28, 2022.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca, Waseca County, Minnesota, that the following sums of money are proposed to be levied for the current year, collectible in 2023 upon the taxable property in said City of Waseca for the following purposes:

**Distributed Based on Tax Capacity**

General Fund	\$ 3,016,945
Tax Abatement	230,134
Capital Funding	<u>1,634,907</u>
General Levy Total	\$ 4,881,986
<u>Debt Service Levy</u>	
Wastewater Public Facilities	
Authority (PFA) loan	181,298
7 <sup>th</sup> Avenue Bonds	156,025
Public Safety Building Bonds	148,300
Northeast Park	72,625

**Distributed Based on Market Value (Passed Through Referendum)**

Water Park	105,275
<b>Total City Levy</b>	<b><u>\$ 5,545,509</u></b>

**BE IT FURTHER RESOLVED** that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Waseca County, Minnesota, as required by law.

Adopted this 20<sup>th</sup> day of December, 2022.

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R.D. SRP  
MAYOR

ATTEST:

---

JULIA HALL  
CITY CLERK

**RESOLUTION NO. 22-69**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
ADOPTING THE 2023 ANNUAL CITY BUDGET**

**WHEREAS**, the City Council of the City of Waseca has reviewed the proposed annual governmental and enterprise budgets, as submitted by the Interim City Manager; and

**WHEREAS**, the City Council has reviewed said proposed governmental and enterprise budgets to provide for all necessary governmental services.

**NOW, THEREFORE, BE IT RESOLVED** the annual budget of the City of Waseca for the fiscal year beginning January 1, 2023, which has been submitted by the Interim City Manager, is hereby adopted, the totals of said budget and the major divisions are summarized as set forth in the exhibit which is attached hereto and incorporated herein by reference.

Adopted this 20<sup>th</sup> day of December, 2022.

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R. D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

## All Fund Summary (Budget Approval for Council)

### Revenue by Fund

Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
All Funds						
General						
General Fund						
Taxes	\$4,562,935	\$3,311,671	\$1,560,200	\$3,167,344	\$3,254,445	2.7%
Licenses & Permits	\$316,696	\$351,576	\$275,169	\$263,700	\$263,300	-0.2%
Intergovernmental Revenues	\$3,816,736	\$3,433,432	\$2,999,627	\$3,464,449	\$3,507,853	1.3%
Charges for Services	\$26,448	\$206,868	\$178,114	\$206,748	\$207,348	0.3%
Fines & Forfeitures	\$39,543	\$24,314	\$20,419	\$30,000	\$30,000	0%
Other	\$248,241	-\$51,658	\$447,445	\$304,894	\$318,926	4.6%
Other Financing Sources	\$638,118	\$636,118	\$480,839	\$641,118	\$617,018	-3.8%
<b>Total General Fund:</b>	<b>\$9,648,718</b>	<b>\$7,912,322</b>	<b>\$5,961,812</b>	<b>\$8,078,253</b>	<b>\$8,198,890</b>	<b>1.5%</b>
<b>Total General:</b>	<b>\$9,648,718</b>	<b>\$7,912,322</b>	<b>\$5,961,812</b>	<b>\$8,078,253</b>	<b>\$8,198,890</b>	<b>1.5%</b>
Special Revenue						
American Rescue Plan Act Fund						
Intergovernmental Revenues	\$0	\$0	\$484,394	\$0	\$0	0%
Other	\$0	\$189	\$0	\$0	\$0	0%
<b>Total American Rescue Plan Act Fund:</b>	<b>\$0</b>	<b>\$189</b>	<b>\$484,394</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
Small Cities Program Develpmen						
Other	\$3,484	\$293	\$0	\$0	\$500	N/A
<b>Total Small Cities Program     Develpmen:</b>	<b>\$3,484</b>	<b>\$293</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>N/A</b>
Waseca Rehab Program 2015						
Other	\$2,005	\$167	\$0	\$0	\$0	N/A
Other Financing Sources	\$1,805	\$0	\$0	\$0	\$0	N/A
<b>Total Waseca Rehab Program     2015:</b>	<b>\$3,810</b>	<b>\$167</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
Charter Oaks-TIF						
Intergovernmental Revenues	\$13,077	\$13,077	\$0	\$13,077	\$13,077	0%
Other	\$316	\$28	\$0	\$0	\$50	N/A
<b>Total Charter Oaks-TIF:</b>	<b>\$13,392</b>	<b>\$13,104</b>	<b>\$0</b>	<b>\$13,077</b>	<b>\$13,127</b>	<b>0.4%</b>
Waseca Village TIF						
Other Financing Sources	\$8,740	\$0	\$0	\$0	\$0	N/A
<b>Total Waseca Village TIF:</b>	<b>\$8,740</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
TIF District 27						
Intergovernmental Revenues	\$18,011	\$18,011	\$9,005	\$18,011	\$18,011	0%
<b>Total TIF District 27:</b>	<b>\$18,011</b>	<b>\$18,011</b>	<b>\$9,005</b>	<b>\$18,011</b>	<b>\$18,011</b>	<b>0%</b>
DCU Waseca LLC TIF						
Intergovernmental Revenues	\$33	\$350	\$175	\$0	\$0	N/A
<b>Total DCU Waseca LLC TIF:</b>	<b>\$33</b>	<b>\$350</b>	<b>\$175</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
Airport						
Intergovernmental Revenues	\$213,930	\$75,188	\$9,096	\$805,763	\$1,462,013	81.4%
Other	\$4,261	\$531	\$450	\$2,250	\$2,250	0%
Other Rentals	\$93,779	\$110,592	\$129,626	\$94,722	\$101,502	7.2%
<b>Total Airport:</b>	<b>\$311,970</b>	<b>\$186,311</b>	<b>\$139,172</b>	<b>\$902,735</b>	<b>\$1,565,765</b>	<b>73.4%</b>
Waseca Housing Fund						
Other	\$2,315	\$195	\$0	\$500	\$0	-100%
<b>Total Waseca Housing Fund:</b>	<b>\$2,315</b>	<b>\$195</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	<b>-100%</b>
Recovery Coordinator Grant						
Intergovernmental Revenues	\$0	\$0	\$0	\$164,925	\$68,326	-58.6%
<b>Total Recovery Coordinator Grant:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$164,925</b>	<b>\$68,326</b>	<b>-58.6%</b>
Tax Abatement Levy						
Taxes	\$0	\$0	\$35,462	\$77,810	\$230,134	195.8%
<b>Total Tax Abatement Levy:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,462</b>	<b>\$77,810</b>	<b>\$230,134</b>	<b>195.8%</b>
Police Reserve						
Other	\$1,150	\$4,937	\$5,235	\$5,500	\$5,500	0%
<b>Total Police Reserve:</b>	<b>\$1,150</b>	<b>\$4,937</b>	<b>\$5,235</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>0%</b>
Police Special Revenue Fund						
Fines & Forfeitures	\$1,005	\$5,450	\$3,427	\$1,000	\$1,000	0%
Other	\$888	\$84	\$0	\$200	\$200	0%
<b>Total Police Special Revenue Fund:</b>	<b>\$1,893</b>	<b>\$5,534</b>	<b>\$3,427</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>0%</b>
Safe Haven Grant						
Intergovernmental Revenues	\$73,579	\$108,242	\$96,506	\$132,071	\$133,814	1.3%
Charges for Services	\$735	\$3,358	\$8,775	\$200	\$5,000	2,400%
Other Financing Sources	\$47,665	\$0	\$0	\$0	\$0	0%
<b>Total Safe Haven Grant:</b>	<b>\$121,979</b>	<b>\$111,600</b>	<b>\$105,280</b>	<b>\$132,271</b>	<b>\$138,814</b>	<b>4.9%</b>

Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Firefighter's Relief						
Intergovernmental Revenues	\$75,785	\$78,042	\$78,986	\$75,785	\$78,986	4.2%
Other Financing Sources	\$13,600	\$0	\$0	\$3,500	\$1,000	-71.4%
<b>Total Firefighter's Relief:</b>	<b>\$89,385</b>	<b>\$78,042</b>	<b>\$78,986</b>	<b>\$79,285</b>	<b>\$79,986</b>	<b>0.9%</b>
PEG Channel						
Taxes	\$25,000	\$10,000	\$10,000	\$20,000	\$20,000	0%
Other	\$1,156	\$121	\$0	\$500	\$500	0%
Other Financing Sources	\$20,641	\$26,566	\$16,060	\$20,646	\$30,085	45.7%
<b>Total PEG Channel:</b>	<b>\$46,797</b>	<b>\$36,687</b>	<b>\$26,060</b>	<b>\$41,146</b>	<b>\$50,585</b>	<b>22.9%</b>
<b>Total Special Revenue:</b>	<b>\$622,958</b>	<b>\$455,418</b>	<b>\$887,197</b>	<b>\$1,436,460</b>	<b>\$2,171,948</b>	<b>51.2%</b>
Component Units						
Economic Development-General f						
Taxes	\$86,858	\$94,553	\$43,265	\$92,604	\$94,125	1.6%
Intergovernmental Revenues	\$126,661	\$0	\$0	\$0	\$0	0%
Other	\$9,999	\$7,556	\$8,395	\$1,600	\$11,100	593.8%
<b>Total Economic Development-General f:</b>	<b>\$223,518</b>	<b>\$102,109</b>	<b>\$51,660</b>	<b>\$94,204</b>	<b>\$105,225</b>	<b>11.7%</b>
RBEG Revolving Loan - EDA						
Other	\$3,795	\$293	\$1,554	\$0	\$0	N/A
Other Financing Sources	\$0	\$0	\$17,066	\$0	\$0	N/A
<b>Total RBEG Revolving Loan - EDA:</b>	<b>\$3,795</b>	<b>\$293</b>	<b>\$18,620</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
IRP Revolving Loan Fund						
Other	\$0	\$32	\$0	\$0	\$0	N/A
<b>Total IRP Revolving Loan Fund:</b>	<b>\$0</b>	<b>\$32</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Component Units:</b>	<b>\$227,313</b>	<b>\$102,434</b>	<b>\$70,280</b>	<b>\$94,204</b>	<b>\$105,225</b>	<b>11.7%</b>
Debt Service						
2014A GO Bonds						
Taxes	\$371,630	\$378,320	\$177,682	\$381,175	\$376,950	-1.1%
<b>Total 2014A GO Bonds:</b>	<b>\$371,630</b>	<b>\$378,320</b>	<b>\$177,682</b>	<b>\$381,175</b>	<b>\$376,950</b>	<b>-1.1%</b>
2014B Refunding Bond						
Taxes	\$101,837	\$105,960	\$51,483	\$107,900	\$105,275	-2.4%
Other	\$1,048	\$85	\$0	\$0	\$0	0%
<b>Total 2014B Refunding Bond:</b>	<b>\$102,885</b>	<b>\$106,045</b>	<b>\$51,483</b>	<b>\$107,900</b>	<b>\$105,275</b>	<b>-2.4%</b>
<b>Total Debt Service:</b>	<b>\$474,514</b>	<b>\$484,365</b>	<b>\$229,165</b>	<b>\$489,075</b>	<b>\$482,225</b>	<b>-1.4%</b>

Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Capital						
State Aid--Street Construction						
Intergovernmental Revenues	\$246,433	\$267,223	\$109,285	\$121,625	\$309,285	154.3%
Other	\$18,194	\$297	\$0	\$5,000	\$5,000	0%
<b>Total State Aid--Street Construction:</b>	<b>\$264,626</b>	<b>\$267,520</b>	<b>\$109,285</b>	<b>\$126,625</b>	<b>\$314,285</b>	<b>148.2%</b>
Capital Improvement						
Taxes	\$0	\$889,700	\$358,611	\$780,688	\$930,688	19.2%
Intergovernmental Revenues	\$267,091	\$1,275,079	\$391,855	\$1,448,500	\$125,000	-91.4%
Other	\$14,701	\$39,601	\$14,713	\$10,500	\$11,000	4.8%
Other Financing Sources	\$1,745,806	\$93,726	\$22,601	\$471,325	\$200,000	-57.6%
<b>Total Capital Improvement:</b>	<b>\$2,027,597</b>	<b>\$2,298,106</b>	<b>\$787,781</b>	<b>\$2,711,013</b>	<b>\$1,266,688</b>	<b>-53.3%</b>
HWY 14 Reconstruction						
Intergovernmental Revenues	\$204,336	\$531,931	\$18,930	\$0	\$0	N/A
Other	\$11,111	\$0	\$0	\$0	\$0	N/A
Other Financing Sources	\$0	\$401,928	\$0	\$0	\$0	N/A
<b>Total HWY 14 Reconstruction:</b>	<b>\$215,447</b>	<b>\$933,859</b>	<b>\$18,930</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
Special Assessment--Capital Pr						
Other	\$149,889	\$188,847	\$103,014	\$164,800	\$137,836	-16.4%
<b>Total Special Assessment--Capital Pr:</b>	<b>\$149,889</b>	<b>\$188,847</b>	<b>\$103,014</b>	<b>\$164,800</b>	<b>\$137,836</b>	<b>-16.4%</b>
NW Commercial Development						
Other	\$6,185	\$520	\$0	\$2,500	\$0	-100%
<b>Total NW Commercial Development:</b>	<b>\$6,185</b>	<b>\$520</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>-100%</b>
Annexation & Growth fund						
Other	\$16,791	\$6,240	\$2,144	\$1,000	\$1,000	0%
Other Financing Sources	\$0	\$0	\$0	\$0	\$100,000	N/A
<b>Total Annexation &amp; Growth fund:</b>	<b>\$16,791</b>	<b>\$6,240</b>	<b>\$2,144</b>	<b>\$1,000</b>	<b>\$101,000</b>	<b>10,000%</b>
Equipment Replacement Fund						
Taxes	\$0	\$618,266	\$318,014	\$704,219	\$704,219	0%
Intergovernmental Revenues	\$80,559	\$1,498	\$0	\$0	\$278,852	N/A
Other	\$1,641	\$30,247	\$0	\$500	\$12,185	2,337%
Utility Revenue	\$788	\$1,308	\$1,807	\$0	\$0	0%
Other Financing Sources	\$616,807	\$9,399	\$0	\$0	\$0	0%
<b>Total Equipment Replacement Fund:</b>	<b>\$699,795</b>	<b>\$660,717</b>	<b>\$319,820</b>	<b>\$704,719</b>	<b>\$995,256</b>	<b>41.2%</b>

Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Total Capital:</b>	<b>\$3,380,330</b>	<b>\$4,355,810</b>	<b>\$1,340,975</b>	<b>\$3,710,657</b>	<b>\$2,815,065</b>	<b>-24.1%</b>
Enterprise						
Water						
Intergovernmental Revenues	\$6,051	\$532,496	\$0	\$0	\$0	0%
Other	\$73,179	\$30,571	\$27,784	\$27,000	\$34,000	25.9%
Utility Revenue	\$1,757,935	\$1,803,498	\$1,594,083	\$1,750,500	\$1,792,552	2.4%
Other Financing Sources	\$0	\$0	\$0	\$0	\$50,000	N/A
<b>Total Water:</b>	<b>\$1,837,164</b>	<b>\$2,366,565</b>	<b>\$1,621,867</b>	<b>\$1,777,500</b>	<b>\$1,876,552</b>	<b>5.6%</b>
Sanitary Sewer						
Taxes	\$0	\$0	\$84,752	\$181,267	\$181,298	0%
Intergovernmental Revenues	\$11,586	\$714	\$0	\$0	\$0	0%
Other	\$66,679	\$6,111	\$110	\$5,000	\$7,500	50%
Utility Revenue	\$2,705,914	\$2,782,592	\$2,465,714	\$2,666,000	\$2,671,112	0.2%
Other Financing Sources	\$187,784	\$195,042	\$0	\$0	\$0	0%
<b>Total Sanitary Sewer:</b>	<b>\$2,971,964</b>	<b>\$2,984,459</b>	<b>\$2,550,576</b>	<b>\$2,852,267</b>	<b>\$2,859,910</b>	<b>0.3%</b>
Electric Utility						
Intergovernmental Revenues	\$35,200	\$722	\$0	\$0	\$0	0%
Other	\$77,766	\$251,030	\$145,413	\$10,000	\$10,000	0%
Utility Revenue	\$7,063,136	\$7,347,288	\$6,475,544	\$7,162,279	\$7,826,374	9.3%
Other Financing Sources	\$15,200	\$0	\$0	\$0	\$0	0%
<b>Total Electric Utility:</b>	<b>\$7,191,302</b>	<b>\$7,599,040</b>	<b>\$6,620,956</b>	<b>\$7,172,279</b>	<b>\$7,836,374</b>	<b>9.3%</b>
Storm Water Utility						
Intergovernmental Revenues	\$31,263	\$54	\$0	\$0	\$0	0%
Other	\$317,299	\$365,794	\$326,665	\$359,055	\$359,255	0.1%
Utility Revenue	\$638	\$2,938	\$3,171	\$3,000	\$3,000	0%
Other Financing Sources	\$280,647	\$16,008	\$0	\$0	\$0	0%
<b>Total Storm Water Utility:</b>	<b>\$629,847</b>	<b>\$384,795</b>	<b>\$329,835</b>	<b>\$362,055</b>	<b>\$362,255</b>	<b>0.1%</b>
<b>Total Enterprise:</b>	<b>\$12,630,277</b>	<b>\$13,334,859</b>	<b>\$11,123,234</b>	<b>\$12,164,101</b>	<b>\$12,935,091</b>	<b>6.3%</b>
Internal Service						
Central Garage Services						
Intergovernmental Revenues	\$361	\$203	\$0	\$0	\$0	0%
Other Rentals	\$0	\$361,139	\$218,668	\$0	\$460,598	N/A
<b>Total Central Garage Services:</b>	<b>\$361</b>	<b>\$361,342</b>	<b>\$218,668</b>	<b>\$0</b>	<b>\$460,598</b>	<b>N/A</b>
Property and Liability Insuran						
Charges for Services	\$115,198	\$124,934	\$93,701	\$178,593	\$187,433	4.9%
Other	\$12,808	\$33,298	\$0	\$6,000	\$6,000	0%

Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Total Property and Liability Insuran:</b>	<b>\$128,006</b>	<b>\$158,232</b>	<b>\$93,701</b>	<b>\$184,593</b>	<b>\$193,433</b>	<b>4.8%</b>
Worker's Compensation Insuranc						
Charges for Services	\$251,328	\$273,349	\$245,002	\$0	\$346,829	N/A
Other	\$58,241	\$54,197	\$9,829	\$0	\$7,000	N/A
<b>Total Worker's Compensation Insuranc:</b>	<b>\$309,569</b>	<b>\$327,547</b>	<b>\$254,831</b>	<b>\$0</b>	<b>\$353,829</b>	<b>N/A</b>
<b>Total Internal Service:</b>	<b>\$437,937</b>	<b>\$847,121</b>	<b>\$567,200</b>	<b>\$184,593</b>	<b>\$1,007,860</b>	<b>446%</b>
<b>Total All Funds:</b>	<b>\$27,422,047</b>	<b>\$27,492,329</b>	<b>\$20,179,863</b>	<b>\$26,157,342</b>	<b>\$27,716,303</b>	<b>6%</b>

## Expenditures by Fund

Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
All Funds						
General						
General Fund						
Personnel	\$5,436,868	\$5,534,220	\$5,157,149	\$5,964,256	\$5,879,652	-1.4%
Supplies	\$668,017	\$810,544	\$599,340	\$697,716	\$717,712	2.9%
Services & Charges	\$1,024,071	\$983,016	\$1,032,290	\$1,049,821	\$1,174,239	11.9%
Charges	\$648,506	\$318,099	\$326,011	\$344,850	\$344,875	0%
Transfers	\$1,756,768	\$301,734	\$16,060	\$21,610	\$82,412	281.4%
<b>Total General Fund:</b>	<b>\$9,534,229</b>	<b>\$7,947,611</b>	<b>\$7,130,850</b>	<b>\$8,078,253</b>	<b>\$8,198,890</b>	<b>1.5%</b>
<b>Total General:</b>	<b>\$9,534,229</b>	<b>\$7,947,611</b>	<b>\$7,130,850</b>	<b>\$8,078,253</b>	<b>\$8,198,890</b>	<b>1.5%</b>
Special Revenue						
Waseca Rehab Program 2015						
Services & Charges	\$1,024	\$0	\$0	\$0	\$0	N/A
<b>Total Waseca Rehab Program 2015:</b>	<b>\$1,024</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
Charter Oaks-TIF						
Personnel	\$200	\$200	\$0	\$200	\$200	0%
Services & Charges	\$150	\$350	\$350	\$350	\$350	0%
Charges	\$11,769	\$11,769	\$5,885	\$11,770	\$11,770	0%
<b>Total Charter Oaks-TIF:</b>	<b>\$12,119</b>	<b>\$12,319</b>	<b>\$6,235</b>	<b>\$12,320</b>	<b>\$12,320</b>	<b>0%</b>
TIF District 27						
Personnel	\$200	\$200	\$0	\$200	\$200	0%
Services & Charges	\$150	\$150	\$150	\$350	\$350	0%
Charges	\$17,110	\$17,110	\$8,555	\$17,110	\$17,110	0%
<b>Total TIF District 27:</b>	<b>\$17,460</b>	<b>\$17,460</b>	<b>\$8,705</b>	<b>\$17,660</b>	<b>\$17,660</b>	<b>0%</b>
DCU Waseca LLC TIF						
Services & Charges	\$0	\$150	\$150	\$300	\$0	-100%
<b>Total DCU Waseca LLC TIF:</b>	<b>\$0</b>	<b>\$150</b>	<b>\$150</b>	<b>\$300</b>	<b>\$0</b>	<b>-100%</b>
Airport						
Personnel	\$0	\$0	\$5,048	\$0	\$0	0%
Supplies	\$9,188	\$972	\$48,306	\$3,300	\$3,500	6.1%
Services & Charges	\$50,307	\$84,789	\$72,675	\$146,500	\$214,800	46.6%
Charges	\$18,292	\$21,210	\$44,257	\$19,500	\$28,500	46.2%
Capital Outlay	\$27,494	\$0	\$13,016	\$900,000	\$1,600,000	77.8%
<b>Total Airport:</b>	<b>\$105,281</b>	<b>\$106,972</b>	<b>\$183,302</b>	<b>\$1,069,300</b>	<b>\$1,846,800</b>	<b>72.7%</b>

Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Historical Preservation						
Services & Charges	\$35	\$51	\$876	\$250	\$200	-20%
Charges	\$0	\$35	\$35	\$0	\$50	N/A
<b>Total Historical Preservation:</b>	<b>\$35</b>	<b>\$86</b>	<b>\$911</b>	<b>\$250</b>	<b>\$250</b>	<b>0%</b>
Recovery Coordinator Grant						
Personnel	\$16,956	\$127,615	\$121,904	\$136,601	\$6,301	-95.4%
Supplies	\$0	\$0	\$0	\$1,200	\$2,500	108.3%
Services & Charges	\$0	\$21,889	\$13,019	\$27,400	\$27,068	-1.2%
<b>Total Recovery Coordinator Grant:</b>	<b>\$16,956</b>	<b>\$149,504</b>	<b>\$134,923</b>	<b>\$165,201</b>	<b>\$35,869</b>	<b>-78.3%</b>
Tax Abatement Levy						
Charges	\$0	\$0	\$26,064	\$77,810	\$230,134	195.8%
<b>Total Tax Abatement Levy:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,064</b>	<b>\$77,810</b>	<b>\$230,134</b>	<b>195.8%</b>
Police Reserve						
Supplies	\$430	\$0	\$3,414	\$1,000	\$1,000	0%
Services & Charges	\$240	\$4,937	\$5,235	\$4,500	\$4,500	0%
<b>Total Police Reserve:</b>	<b>\$670</b>	<b>\$4,937</b>	<b>\$8,649</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>0%</b>
Police Special Revenue Fund						
Services & Charges	\$0	\$0	\$4,230	\$1,500	\$1,500	0%
Charges	\$25	\$0	\$0	\$1,500	\$1,500	0%
<b>Total Police Special Revenue Fund:</b>	<b>\$25</b>	<b>\$0</b>	<b>\$4,230</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>0%</b>
Safe Haven Grant						
Personnel	\$88,540	\$97,335	\$98,861	\$96,756	\$103,952	7.4%
Supplies	\$6,844	\$6,029	\$2,228	\$6,500	\$6,500	0%
Services & Charges	\$9,993	\$10,224	\$10,495	\$15,045	\$14,962	-0.6%
Capital Outlay	\$0	\$0	\$7,673	\$3,000	\$3,000	0%
<b>Total Safe Haven Grant:</b>	<b>\$105,377</b>	<b>\$113,588</b>	<b>\$119,257</b>	<b>\$121,301</b>	<b>\$128,414</b>	<b>5.9%</b>
Firefighter's Relief						
Personnel	\$85,785	\$78,042	\$78,986	\$75,785	\$78,986	4.2%
Services & Charges	\$3,600	\$144	\$2,720	\$3,500	\$1,000	-71.4%
<b>Total Firefighter's Relief:</b>	<b>\$89,385</b>	<b>\$78,186</b>	<b>\$81,706</b>	<b>\$79,285</b>	<b>\$79,986</b>	<b>0.9%</b>
PEG Channel						
Personnel	\$20,766	\$26,347	\$20,490	\$20,020	\$29,512	47.4%
Supplies	\$137	\$469	\$525	\$3,000	\$3,000	0%
Services & Charges	\$0	\$0	\$0	\$5,000	\$5,000	0%

Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Charges	\$3,683	\$5,373	\$2,388	\$5,300	\$5,000	-5.7%
Capital Outlay	\$5,019	\$0	\$261	\$3,200	\$7,500	134.4%
<b>Total PEG Channel:</b>	<b>\$29,606</b>	<b>\$32,189</b>	<b>\$23,664</b>	<b>\$36,520</b>	<b>\$50,012</b>	<b>36.9%</b>
<b>Total Special Revenue:</b>	<b>\$377,937</b>	<b>\$515,391</b>	<b>\$597,797</b>	<b>\$1,588,447</b>	<b>\$2,409,946</b>	<b>51.7%</b>
Component Units						
Economic Development-General f						
Personnel	\$48,871	\$54,901	\$19,834	\$53,588	\$49,382	-7.8%
Supplies	\$91	\$129	\$0	\$200	\$200	0%
Services & Charges	\$40,618	\$51,198	\$26,367	\$17,450	\$17,450	0%
Charges	\$123,648	\$13,620	\$14,072	\$14,000	\$14,000	0%
<b>Total Economic Development-General f:</b>	<b>\$213,227</b>	<b>\$119,847</b>	<b>\$60,272</b>	<b>\$85,238</b>	<b>\$81,032</b>	<b>-4.9%</b>
RBEG Revolving Loan - EDA						
Charges	\$17,066	\$0	\$0	\$0	\$0	N/A
<b>Total RBEG Revolving Loan - EDA:</b>	<b>\$17,066</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Component Units:</b>	<b>\$230,293</b>	<b>\$119,847</b>	<b>\$60,272</b>	<b>\$85,238</b>	<b>\$81,032</b>	<b>-4.9%</b>
Debt Service						
2014A GO Bonds						
Debt Service	\$379,775	\$375,500	\$380,675	\$381,175	\$376,950	-1.1%
<b>Total 2014A GO Bonds:</b>	<b>\$379,775</b>	<b>\$375,500</b>	<b>\$380,675</b>	<b>\$381,175</b>	<b>\$376,950</b>	<b>-1.1%</b>
2014B Refunding Bond						
Debt Service	\$103,517	\$106,200	\$107,400	\$107,900	\$105,275	-2.4%
<b>Total 2014B Refunding Bond:</b>	<b>\$103,517</b>	<b>\$106,200</b>	<b>\$107,400</b>	<b>\$107,900</b>	<b>\$105,275</b>	<b>-2.4%</b>
<b>Total Debt Service:</b>	<b>\$483,292</b>	<b>\$481,700</b>	<b>\$488,075</b>	<b>\$489,075</b>	<b>\$482,225</b>	<b>-1.4%</b>
Capital						
State Aid--Street Construction						
Transfers	\$0	\$401,928	\$0	\$121,625	\$200,000	64.4%
<b>Total State Aid--Street Construction:</b>	<b>\$0</b>	<b>\$401,928</b>	<b>\$0</b>	<b>\$121,625</b>	<b>\$200,000</b>	<b>64.4%</b>
Capital Improvement						
Personnel	\$50,708	\$4,069	\$0	\$0	\$0	0%
Services & Charges	\$187,609	\$167,494	\$171,488	\$200,000	\$215,000	7.5%
Charges	\$0	\$0	\$1,852	\$0	\$1,485	N/A
Capital Outlay	\$1,955,544	\$1,313,950	\$2,626,433	\$3,499,542	\$985,300	-71.8%

Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Transfers	\$0	\$0	\$0	\$0	\$100,000	N/A
<b>Total Capital Improvement:</b>	<b>\$2,193,861</b>	<b>\$1,485,512</b>	<b>\$2,799,773</b>	<b>\$3,699,542</b>	<b>\$1,301,785</b>	<b>-64.8%</b>
HWY 14 Reconstruction						
Services & Charges	\$23,470	\$657	\$0	\$0	\$0	N/A
Capital Outlay	\$10,306	\$0	\$0	\$0	\$0	N/A
<b>Total HWY 14 Reconstruction:</b>	<b>\$33,776</b>	<b>\$657</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
Special Assessment--Capital Pr						
Transfers	\$875,118	\$0	\$0	\$349,700	\$0	-100%
<b>Total Special Assessment--Capital Pr:</b>	<b>\$875,118</b>	<b>\$0</b>	<b>\$0</b>	<b>\$349,700</b>	<b>\$0</b>	<b>-100%</b>
Annexation & Growth fund						
Services & Charges	\$9,681	\$5,278	\$3,276	\$0	\$10,000	N/A
Charges	\$4,536	\$7,612	\$6,984	\$7,800	\$7,500	-3.8%
Capital Outlay	\$5,886	\$0	\$0	\$0	\$0	0%
<b>Total Annexation &amp; Growth fund:</b>	<b>\$20,103</b>	<b>\$12,890</b>	<b>\$10,260</b>	<b>\$7,800</b>	<b>\$17,500</b>	<b>124.4%</b>
Equipment Replacement Fund						
Capital Outlay	\$459,294	\$566,639	\$170,572	\$475,000	\$1,018,780	114.5%
<b>Total Equipment Replacement Fund:</b>	<b>\$459,294</b>	<b>\$566,639</b>	<b>\$170,572</b>	<b>\$475,000</b>	<b>\$1,018,780</b>	<b>114.5%</b>
<b>Total Capital:</b>	<b>\$3,582,152</b>	<b>\$2,467,626</b>	<b>\$2,980,605</b>	<b>\$4,653,667</b>	<b>\$2,538,065</b>	<b>-45.5%</b>
Enterprise						
Water						
Personnel	\$391,183	\$395,630	\$396,535	\$430,006	\$544,282	26.6%
Supplies	\$94,672	\$120,893	\$122,356	\$115,350	\$121,880	5.7%
Services & Charges	\$199,359	\$190,155	\$150,363	\$175,333	\$196,780	12.2%
Charges	\$561,093	\$603,612	\$103,335	\$553,740	\$602,243	8.8%
Capital Outlay	\$60,131	-\$8,521	\$1,378,828	\$1,857,200	\$0	-100%
Debt Service	\$31,839	\$27,614	\$228,466	\$222,974	\$221,837	-0.5%
Transfers	\$27,250	\$27,250	\$57,938	\$77,250	\$53,150	-31.2%
<b>Total Water:</b>	<b>\$1,365,527</b>	<b>\$1,356,632</b>	<b>\$2,437,820</b>	<b>\$3,431,853</b>	<b>\$1,740,172</b>	<b>-49.3%</b>
Sanitary Sewer						
Personnel	\$671,674	\$730,450	\$689,165	\$829,990	\$654,657	-21.1%
Supplies	\$122,321	\$139,265	\$124,403	\$173,800	\$181,450	4.4%
Services & Charges	\$355,208	\$346,908	\$390,090	\$322,106	\$358,056	11.2%
Charges	\$1,344,445	\$1,367,092	\$94,082	\$1,339,658	\$1,420,570	6%
Capital Outlay	\$44,831	\$35,726	\$456,080	\$1,492,000	\$25,000	-98.3%

Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2022 Budgeted	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Debt Service	\$190,222	\$168,438	\$1,001,150	\$1,003,249	\$1,002,119	-0.1%
Transfers	\$116,468	\$120,468	\$90,351	\$120,468	\$120,468	0%
<b>Total Sanitary Sewer:</b>	<b>\$2,845,168</b>	<b>\$2,908,346</b>	<b>\$2,845,321</b>	<b>\$5,281,271</b>	<b>\$3,762,320</b>	<b>-28.8%</b>
Electric Utility						
Personnel	\$695,135	\$720,935	\$647,444	\$770,012	\$802,220	4.2%
Supplies	\$214,581	\$164,201	\$164,303	\$198,950	\$131,250	-34%
Services & Charges	\$5,112,639	\$5,154,794	\$4,383,847	\$5,140,044	\$5,487,219	6.8%
Charges	\$481,286	\$493,324	\$43,575	\$481,904	\$505,242	4.8%
Capital Outlay	\$11,424	\$56,446	\$227,580	\$398,000	\$20,000	-95%
Debt Service	\$5,151	\$1,167	\$110	\$500	\$10,250	1,950%
Transfers	\$488,000	\$482,000	\$327,750	\$437,000	\$437,000	0%
<b>Total Electric Utility:</b>	<b>\$7,008,217</b>	<b>\$7,072,867</b>	<b>\$5,794,609</b>	<b>\$7,426,410</b>	<b>\$7,393,180</b>	<b>-0.4%</b>
Storm Water Utility						
Personnel	\$70,094	\$33,217	\$58,627	\$68,875	\$106,884	55.2%
Supplies	\$3,260	\$4,191	\$461	\$4,020	\$4,050	0.7%
Services & Charges	\$22,216	\$36,771	\$39,204	\$59,728	\$59,478	-0.4%
Charges	\$207,322	\$236,452	\$7,284	\$214,202	\$243,813	13.8%
Capital Outlay	\$0	\$189	\$331,235	\$30,000	\$0	-100%
Transfers	\$6,400	\$6,400	\$4,800	\$6,400	\$6,400	0%
<b>Total Storm Water Utility:</b>	<b>\$309,291</b>	<b>\$317,220</b>	<b>\$441,611</b>	<b>\$383,225</b>	<b>\$420,625</b>	<b>9.8%</b>
<b>Total Enterprise:</b>	<b>\$11,528,204</b>	<b>\$11,655,066</b>	<b>\$11,519,360</b>	<b>\$16,522,759</b>	<b>\$13,316,297</b>	<b>-19.4%</b>
Internal Service						
Central Garage Services						
Personnel	\$147,170	\$239,840	\$170,467	\$187,549	\$312,280	66.5%
Supplies	\$113,419	\$140,630	\$93,524	\$137,140	\$137,140	0%
Services & Charges	\$2,499	\$2,719	\$3,260	\$2,600	\$2,600	0%
<b>Total Central Garage Services:</b>	<b>\$263,088</b>	<b>\$383,190</b>	<b>\$267,252</b>	<b>\$327,289</b>	<b>\$452,020</b>	<b>38.1%</b>
Property and Liability Insuran						
Services & Charges	\$159,799	\$144,816	\$134,578	\$184,593	\$193,433	4.8%
<b>Total Property and Liability Insuran:</b>	<b>\$159,799</b>	<b>\$144,816</b>	<b>\$134,578</b>	<b>\$184,593</b>	<b>\$193,433</b>	<b>4.8%</b>
Worker's Compensation Insuranc						
Personnel	\$251,328	\$327,547	\$336,980	\$0	\$353,829	N/A
<b>Total Worker's Compensation Insuranc:</b>	<b>\$251,328</b>	<b>\$327,547</b>	<b>\$336,980</b>	<b>\$0</b>	<b>\$353,829</b>	<b>N/A</b>
<b>Total Internal Service:</b>	<b>\$674,215</b>	<b>\$855,552</b>	<b>\$738,810</b>	<b>\$511,882</b>	<b>\$999,281</b>	<b>95.2%</b>
<b>Total All Funds:</b>	<b>\$26,410,322</b>	<b>\$24,042,794</b>	<b>\$23,515,770</b>	<b>\$31,929,321</b>	<b>\$28,025,736</b>	<b>-12.2%</b>

<b>Title:</b>	RESOLUTION 22-61: A RESOLUTION OF THE WASECA CITY COUNCIL APPROVING THE FINAL CITY OF WASECA ECONOMIC DEVELOPMENT AUTHORITY TAX LEVY COLLECTIBLE IN 2023		
<b>Meeting Date:</b>	December 20, 2022	<b>Agenda Item Number:</b>	<b>7D</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 22-61
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	Finance Director
<b>Approved By City Manager:</b> <input type="checkbox"/>	<b>Proposed Action:</b> Motion to adopt Resolution 22-61 adopting the final City of Waseca Economic Development Authority tax levy collectible in 2023		
<b>How does this item pertain to Vision 2030 goals?</b>	<ul style="list-style-type: none"> <li>• Good Governance</li> <li>• Expanding and Leverage Economic Development Initiative</li> </ul>		

**BACKGROUND:** The City of Waseca Economic Development Authority (EDA) met and prepared their 2023 budget. Based on the projected expenditure needs in the budget, the EDA requests the 2023 tax levy in the amount of \$94,124. The EDA proposes no change from the preliminary levy set in September.

Under state statute the EDA’s maximum allowable levy is 0.01813% of the City’s total taxable market value. Since there was a slight increase in the taxable market value for the City in 2022, and the EDA levy calculation is based on the previous year’s taxable market value, the maximum allowable tax levy for the EDA increased by \$1,520.01 from the 2022 adopted levy.

**BUDGET IMPACT:** The EDA budget has been reviewed along with this levy as a revenue source.

**RECOMMENDATION:** Staff recommends adoption of Resolution 22-61: A Resolution Adopting the 2023 City of Waseca Economic Development Authority Tax Levy.

**RESOLUTION NO. 22-61**  
**A RESOLUTION OF THE WASECA CITY COUNCIL**  
**APPROVING THE FINAL CITY OF WASECA ECONOMIC**  
**DEVELOPMENT AUTHORITY TAX LEVY**  
**COLLECTIBLE IN 2023**

**WHEREAS**, the City of Waseca Economic Development Authority, State of Minnesota, requires Property Tax to provide needed and necessary services to the citizens of the City of Waseca; and

**WHEREAS**, the preliminary tax levy was adopted September 20, 2022 by the Waseca City Council; and

**WHEREAS**, the City Council has reviewed budget requests from the EDA and has made a determination of the Property Tax required to support EDA operations for the Calendar Year 2022; and

**WHEREAS**, State law requires adoption of the 2023 final City of Waseca tax levy by December 28, 2022.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca, Waseca County, Minnesota, that the following sum of money is proposed to be levied for the current year, collectible in 2023 upon the taxable property in said City of Waseca for the following purposes:

<b>Economic Development Authority Levy</b>	<b><u>\$ 94,124</u></b>
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**BE IT FURTHER RESOLVED** that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Waseca County, Minnesota, as required by law.

Adopted this 20<sup>th</sup> day of December, 2022.

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R. D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

<b>Title:</b>	CITY OF WASECA LEWER FARM QUOTES		
<b>Meeting Date:</b>	December 20, 2022	<b>Agenda Item Number:</b>	<b>7E</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Quote Tab Resolution 22-62
<b>Originating Department:</b>	Public Works	<b>Presented By:</b>	Interim City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Adopt Resolution 22-62		
<b>How does this item pertain to Vision 2030 goals?</b>	Leverage economic development initiative by gaining farm rental income before development of the Lewer Farm		

**BACKGROUND:** The City Council decided to advertise the City owned Lewer Farm for a soybean crop in 2023. Two quotes were received on November 29<sup>th</sup>, attached Quote Tab. The high quote is from the Huber family in the amount of \$13,328.00. The second quote is from A&A Farms (Adam Harguth) in the amount of \$9,800.00. The Lewer family has declined their right of first refusal of the submitted high quote, therefore they will not farm the land in 2023.

**RECOMMENDATION:** Staff recommends City Council adoption of Resolution 22-62.

11/29/2022 10:00 a.m.

City of Waseca- Lower Land Lease Quote, Crop Year 2023

1) Name: The Hubers  
 Address: 31908 State Hwy 13  
Waseca  
 North Field and South  
 Field approx 49 acres @ 272<sup>00</sup>  
 Total \$ 13,328<sup>00</sup>

2) Name: At A Farms  
 Address: 10340 340<sup>th</sup> Ave  
Waseca  
 North Field and South  
 Field approx 49 acres @ 200<sup>00</sup>  
 Total \$ 9,800<sup>00</sup>

~~3) Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 North Field and South  
 Field approx 49 acres @ \_\_\_\_\_  
 Total \$ \_\_\_\_\_~~

~~4) Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 North Field and South  
 Field approx 49 acres @ \_\_\_\_\_  
 Total \$ \_\_\_\_\_~~

~~5) Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 North Field and South  
 Field approx 49 acres @ \_\_\_\_\_  
 Total \$ \_\_\_\_\_~~

~~6) Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 North Field and South  
 Field approx 49 acres @ \_\_\_\_\_  
 Total \$ \_\_\_\_\_~~

*Carl Smith*  
*Jessie Hall*

**RESOLUTION NO. 22-62**

**A RESOLUTION AUTHORIZING THE LEASE  
OF CITY OF WASECA LEWER FARM**

**WHEREAS**, the City of Waseca (City) desires to authorize the lease of City owned agricultural land at the City of Waseca owned Lewer Farm; and

**WHEREAS**, the City has advertised for written quotes and has received written quotes based on City written specifications.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca that the Interim City Manager is hereby authorized to execute a one-year written lease in the amount of Thirteen Thousand Three Hundred Twenty Eight Dollars and no/100 (\$13,328.00) and based on the Lewer Family declining their right of first refusal. The one-year lease is awarded to the Hubers.

Adopted this 20<sup>th</sup> day of December 2022.

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R.D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK



CITY OF WASECA

*Request for City Council Action*

<b>Title:</b>	Commercial Tax Abatement Request for 2300 Brown Avenue		
<b>Meeting Date:</b>	December 20, 2022	<b>Agenda Item Number:</b>	<b>7F</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input checked="" type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	TPG Steel Project Description and slide deck information
<b>Originating Department:</b>	Economic Development	<b>Presented By:</b>	Tina Wilson
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Direct Staff to work with City Attorney Robert Scott and Waseca County to gather more information about impact to the city budget		
<b>How does this item pertain to Vision 2030 goals?</b>	Promotes Redevelopment of underused manufacturing facility and to bring new living wage jobs to City of Waseca		

**BACKGROUND:**

- The commercial tax abatement request comes from TPG Steel Co. In connection with Justin Erickson, of the Community Venture Network, Jeremy Brown, property seller, and city staff began working with this company in October 2022. Formal application was received on 12/15/2022.
- The Economic Development Authority has discussed this project at their November meeting. This week the EDA again reviewed the project, where they passed a motion to support the commercial tax abatement request and asked that staff take the project to City Council for consideration. Michael Johnson, County Administrator and the two commissioners of the Waseca County EDA also attended the City EDA meeting this week to give their support to this project. The County is willing to entertain a joint proposal for commercial tax abatement.
- A project of this nature will most likely require the City Council to notice for and hold a public hearing as per [Minn. Stat. § 469.1813 - .1815](#). and if considered a business subsidy, it will be regulated by [Minn. Stat. § 116J.993-.996](#). Working with Robert Scott, Esq. early in the process ensures that all legal requirements are met throughout the process of public noticing and public hearing. In the past, the City has satisfactorily relied on Mr. Scott’s expertise for matters of this nature.

**BUDGET IMPACT:** Increased Tax Revenue from renovation and upgrades to 2300 Brown Avenue  
 Costs associated with obtaining for legal services and document preparation

**RECOMMENDATION:**

Staff recommends that City Council directs staff to proceed with the process, continue to work with the County and consult with Attorney Robert Scott. To grant a Commercial Tax Abatement requires a legal document to be signed by all parties involved.

Once enough information is gathered, staff would then bring back that information to the City Council for discussion at a Work session in January.



[www.tpgsteel.com](http://www.tpgsteel.com)

Through innovative design and strategy, TPG Steel is providing clear spanning structural construction solutions to the warehouse, commercial, retail and residential construction industries; superior to any offerings in the market today and rapidly becoming the fastest growing design in North America.

After years of design and product conception, upon securing intellectual property and meeting with contractors, engineering firms and direct end users/customers, it was clear we had a winner; so much so that we were put in a position to secure down payments for product orders at levels not achieved by legacy structural steel providers.

Why is this important? This allows us to scale more quickly and mitigated the need to pursue the financial markets for equity financing, thus eliminating risk, time and uncertainty about our ability to proceed. However, it also increases the importance of seeking any financial assistance possible to support our project. Our timeline prevented us from pursuing any state incentives through the Department of Employment and Economic Development, the USDA or other non-local entities, thus any city/county support is crucial and greatly appreciated.

When it was determined there was strong reception – and near-term demand – for our product, build to suit options became unrealistic and thus we began searching for a suitable option across several US states. Rail was a must have, as was proximity to an interstate freeway and, of course, a suitable real estate option. While not perfect, the former Brown printing building provides a workable solution if given the proper support to placate our lead lender.

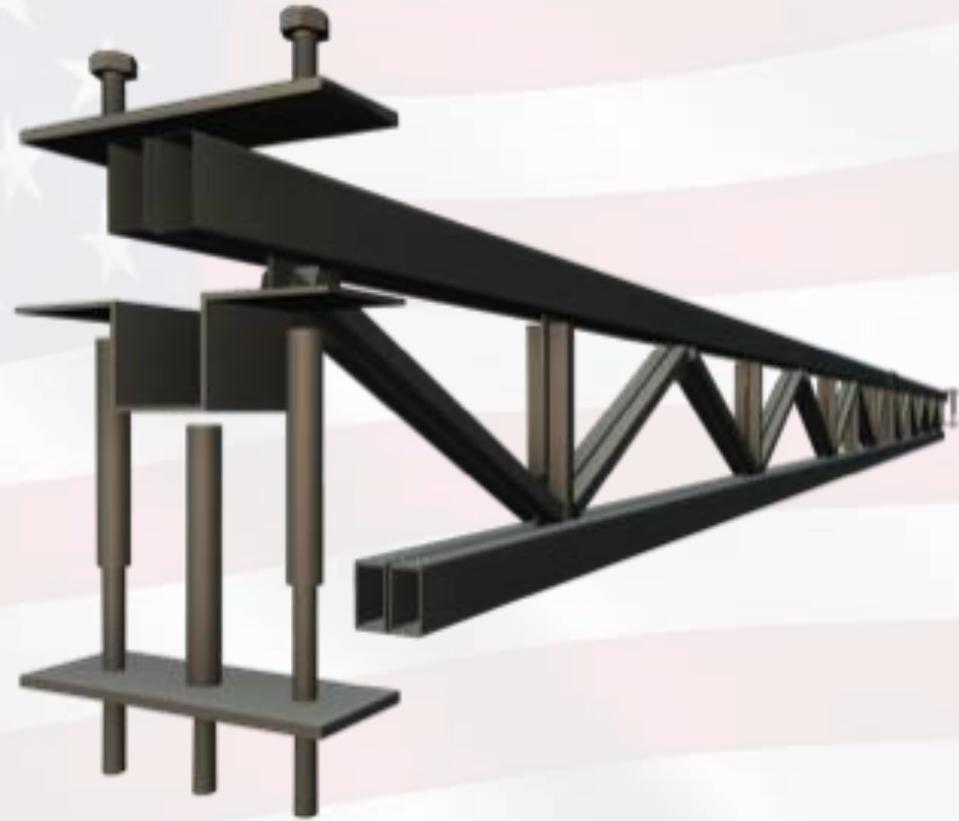
In the first phase of the project, we anticipate hiring up to 50 employees to work on our production floor. Our product provides a strong gross margin and we believe in sharing this with our entire team, not just ownership and management, in the form of higher wages (which also gives us confidence in our ability to recruit and retain employees in a tight labor market). Projected wages will range from \$40-\$50/hr + benefits. We anticipate hiring north of 100 additional employees, but want to focus on our phase I expansion first.

We will acquire the facility for \$24,000,000 and, in the first phase, invest an additional \$8,000,000 split between building improvements and capital equipment (production equipment + cranes). If desired, actual incurred costs for each can be provided to the city once work is commissioned and equipment secured, but we are budgeting \$4,000,000 between each category.

We appreciate consideration for our project and associated financial support from the city of Waseca. Please see the enclosed company overview presentation for additional detail.

# TPG STEEL

SAFER . FASTER . LONGER . STRONGER



**Chris Sigfrid - CEO**

**Sean Athey - President**

The logo for TPG STEEL is centered at the top. 'TPG' is in orange and 'STEEL' is in grey. Below it, the tagline 'SAFER . FASTER . LONGER . STRONGER' is written in orange. The background is a stylized American flag with stars and stripes.

# TPG STEEL

SAFER . FASTER . LONGER . STRONGER

**TPG is a steel joist and decking manufacturer that is changing the market for the better.**

**Our patented design is far superior to industry standards;  
Delivering unmatched safety, strength, and value when compared head-to-head with SJI**

# **TPG STEEL**

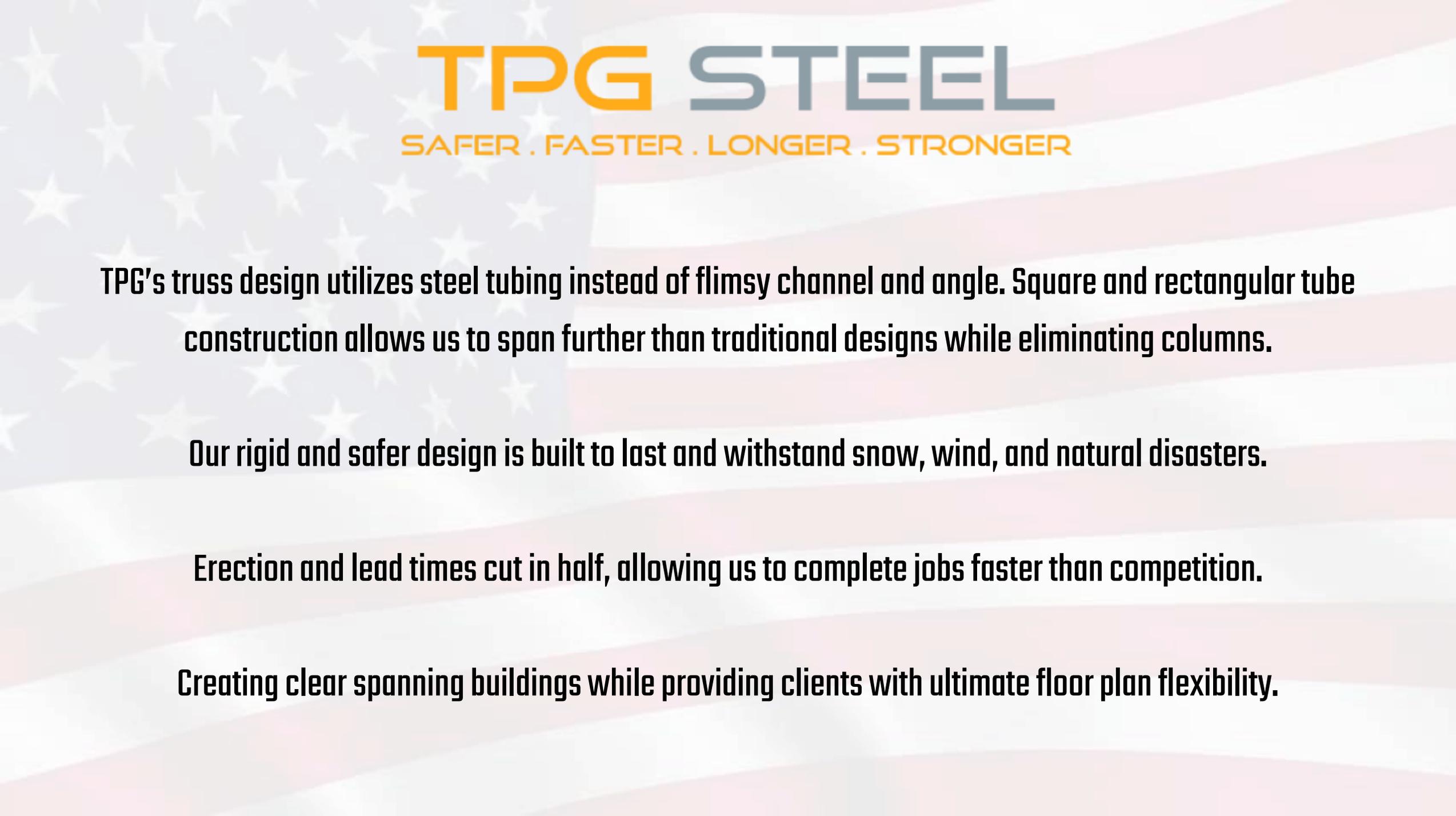
**SAFER . FASTER . LONGER . STRONGER**

**Current construction lead times have had a crippling effect on the joist and decking market.  
TPG Steel is solving this problem by bringing a superior roofing system to the marketplace.**

**TPG STEEL has engineered a game-changing design;  
Delivering greater spans and higher strengths at less than half the current industry-standard lead times.**

**Unmatched performance and safety benefits**

**TPG STEEL's patented roofing system is becoming the fastest growing design in North America**



# **TPG STEEL**

**SAFER . FASTER . LONGER . STRONGER**

**TPG's truss design utilizes steel tubing instead of flimsy channel and angle. Square and rectangular tube construction allows us to span further than traditional designs while eliminating columns.**

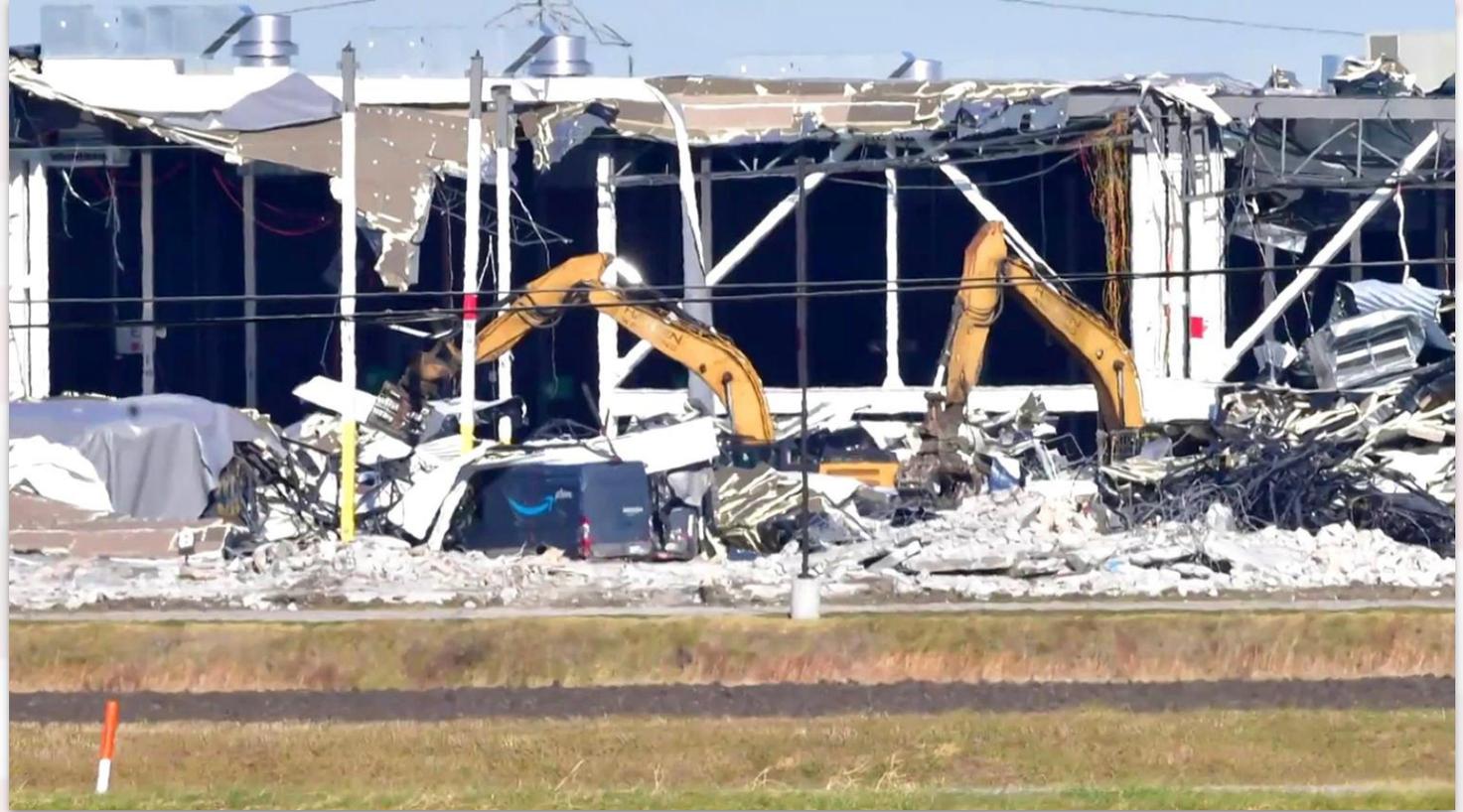
**Our rigid and safer design is built to last and withstand snow, wind, and natural disasters.**

**Erection and lead times cut in half, allowing us to complete jobs faster than competition.**

**Creating clear spanning buildings while providing clients with ultimate floor plan flexibility.**

# TPG STEEL

SAFER . FASTER . LONGER . STRONGER



# TPG STEEL

SAFER . FASTER . LONGER . STRONGER

## *Expansion Opportunities & Insights / Strategic Growth / Resource Development*

- ★ Coil storage - JIT warehousing - Cutting - Robotics - Assembly
  - ★ Solid floors, rail, and interstate access are important to us.
- ★ We have the ability to convert a current structure to a TPG system.
  - ★ 500,000 Sq. Ft minimum
- ★ Job creation - 50 scaling to 145 in 24 months. 250 in year 4.
  - ★ Compensation - \$40-\$50/HR
- ★ Strategic and calculated in hiring process aligning with growth.
  - ★ TPG culture

The background of the image is a stylized, wavy American flag. The stars are white on a light blue field, and the stripes are alternating white and light red. The flag is centered and fills the entire frame.

# TPG STEEL

SAFER . FASTER . LONGER . STRONGER

<b>Title:</b>	Grant-Mayo Clinic Health System in Waseca & Water Park ADA Equipment Purchase (Americans with Disabilities Act)		
<b>Meeting Date:</b>	December 20, 2022	<b>Agenda Item Number:</b>	<b>7G</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Attached Resolution 22-64
<b>Originating Department:</b>	Public Works/Water Park	<b>Presented By:</b>	Interim City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Adopt Resolution 22-64		
<b>How does this item pertain to Vision 2030 goals?</b>	Community assets are enhanced with public/private partnerships		

**BACKGROUND:** The City Council directed staff to work on purchasing equipment so that the Water Park would become ADA compliant for patron accessibility. This past season, we purchased an aquatic wheelchair. Additional work has been done to become fully ADA compliant with the planned purchase of a permanent pool lift and planned replacement of handrail with ADA compliant handrail. The lift and handrail improvements will be installed spring 2023 by Public Works staff.

Former City Manager Mattson worked with Leah Mahoney, Mayo Clinic Community Relations Officer, on a grant application. Mayo Clinic Health System in Waseca has awarded a \$4,000 grant through their regional sponsorship committee to the City of Waseca for the purchase of the ADA compliant pool lift.

**BUDGET IMPACT:** The aquatic wheelchair was \$1,502.56. The stainless-steel handrail tubing is \$853.20. The pool lift is \$5,848. The total ADA equipment investment is \$8,203.76 plus installation. The \$4,000 grant will be applied to the cost of the ADA pool lift.

**RECOMMENDATION:** Staff recommends City Council adoption of attached Resolution No. 22-64.

**RESOLUTION NO. 22-64**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
ACCEPTING A GRANT FROM MAYO CLINIC HEALTH SYSTEM IN WASECA**

**WHEREAS**, the Waseca Water Park needs an ADA accessible pool lift; and

**WHEREAS**, Mayo Clinic Health System in Waseca recognizes the important work of the City of Waseca and is pleased to donate \$4,000 for the ADA accessible pool lift; and

**WHEREAS**, these grant funds would provide needed funding for the City to assist with purchasing an ADA pool lift at the Waseca Water Park.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WASECA** hereby gratefully accepts the grant funding and authorizes the Interim City Manager to proceed in obtaining the grant funding from the Mayo Clinic Health System in Waseca and to purchase the required ADA equipment.

Adopted this 20<sup>th</sup> day of December 2022.

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R.D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK





CITY OF WASECA

*Request for City Council Action*

<b>Title:</b>	<b>RESOLUTION 22-70 AMENDING CITY OF WASECA BUDGET FOR CALENDAR YEAR 2022</b>		
<b>Meeting Date:</b>	December 20, 2022	<b>Agenda Item Number:</b>	<b>7H</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 22-70
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	Finance Director
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			
<b>How does this item pertain to Vision 2030 goals?</b>	Good Governance and Transparency		

**BACKGROUND:** The Council is requested to approve 2022 budget amendments relating to unpredicted financial activity following the budget process and adoption of the original 2022 budget. The requested line items budget changes listed below account for the revenues and expenditures impacted by these amendments.

101-32210-0000	Building Permit Revenue	\$ 18,500	Increase
101-42400-3000	Professional Services – Bldg Insp	\$ 80,000	Increase

There were additional building permits issued then estimated. Also, from those additional building permits and building permits that are being finalized/closed out from 2021, the expense for our building inspector is over budget.

101-45130-2165	Chemicals – Water Park	\$ 18,000	Increase
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The cost of chemicals increased more than expected in 2022.

101-45200-3100	Contractual Services – Parks	\$ 17,600	Increase
101-33400-0000	State Grant	\$ 18,000	Increase

The City received a grant for Emerald Ash Borer management program. This is a 3-year grant. It was received in 2022 for the 1<sup>st</sup> year after original budgets were approved. An amendment to increase contractual services as well as a request to increase grant revenue funding. The 2 are not equal as there is in-kind contributions of staff time that is eligible for reimbursement. Staff time has already been accounted for in the 2022 expenditure budget.

101-45500-4000	Repair and Maintenance - Library	\$ 5,000	Increase
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There were additional repairs and maintenance needed at the Library for the boiler that were not anticipated.

202-33140-0000	Federal Grant – ARPA	\$ 968,787.03	Increase
202-49300-7200	Transfer Out – Utility Fund	\$ 968,787.03	Increase
601-39200-0000	Transfer In – Water Fund	\$ 968,787.03	Increase

Council approved to us ARPA funds for the North State Watermain project at the November 15, 2022, meeting.

601-49300-7250	Transfer Out – CIP Fund	\$ 968,787.03	Increase
470-39203-0000	Transfer In – Utility Fund	\$ 968,787.03	Increase

Council approved at the November 15, 2022 meeting to re-allocate budgeted funds from the Water Fund to Annexation and Growth Fund.

**BUDGET IMPACT:** Good governance to accurately account for unpredicted revenues and expenditures. Each revenue and expense presented have been calculated in the ending fund balances. It is projected that the General Fund will be within target fund balances for year-end 2022.

**RECOMMENDATION:** Staff is recommending Council Approve Resolution 22-70 Amending City of Waseca Budget for Calendar Year 2022.

<b>Title:</b>	Resolution No. 22-71 Setting Street Light Rate Structure		
<b>Meeting Date:</b>	December 20, 2022	<b>Agenda Item Number:</b>	<b>7I</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution No. 22-71  Attachment A - Street Light Rate Structure
<b>Originating Department:</b>	City Administration	<b>Presented By:</b>	Interim City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Consider adopting Resolution No. 22-71 setting the Street Light Rate Structure.		

**BACKGROUND:** On March 20, 2018, the City Council adopted Resolution 18-18, establishing a Street Light Rate Structure. The Street Light Customer Charge for all customer classes was set at \$3.60 per month.

The purpose of establishing the Street Light Rate Structure within the City’s Electric Utility was to provide for dedicated revenue and financial transparency for all street light operations, repairs, and replacements. Establishing the Street Light Rate Structure also meant that the general fund and Electric Utility no longer subsidized street lighting costs.

On December 15, 2020, the City Council adopted Resolution 20-67, which reduced the Street Light Customer Charge from \$3.60 per month to \$3.10 per month.

The Street Light Rate Structure has been reviewed in light of operations, maintenance, and infrastructure replacement budgetary needs. Staff concludes that funding needs can be equitably met by reducing the Street Light Customer Charge to \$1.90 per month as outlined in Attachment A.

**BUDGET IMPACT:** The projected annual revenue with the new charge is anticipated to be about \$91,000. The projected annual expenses are anticipated to be about \$90,000.

**RECOMMENDATION:** Staff recommends adoption of Resolution No. 22-71 setting the Street Light Rate Structure.

**RESOLUTION NO. 22-71**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
SETTING THE STREET LIGHT RATE STRUCTURE**

**WHEREAS**, the Waseca City Council establishes all utilities rates and charges by resolution; and,

**WHEREAS**, the Street Light Rate Structure has been reviewed in light of operations, maintenance, and infrastructure replacement budgetary needs; and,

**WHEREAS**, funding needs can be equitably met by the charges as set forth in Attachment A.

**NOW, THEREFORE, BE IT RESOLVED** by the Waseca City Council that the Street Light Rate Structure shall be amended as set forth in Attachment A which is hereto incorporated by reference.

This resolution shall become effective upon its passage without publication.

Adopted this 20th day of December, 2022.

---

R.D. SRP  
MAYOR

Attest:

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JULIA HALL  
CITY CLERK

# ATTACHMENT A

## Street Light Rate Structure

Customer Class	Monthly Charge	Annual Charge
Street Light Customer Charge	\$ 1.90	\$ 22.80
Exempt (see notes below)	\$ -	\$ -

Exempt:

1. Outside City limits
2. City owned public facilities
3. Unique accounts based on past billing practice

Notes:

1. Street Light Customer Charge began with bills due 6-15-18 and was \$3.60/month
2. Street Light Customer Charge reduced to \$3.10/month with bills due 4-15-21
3. New rate effective with bills due 2-15-23.



CITY OF WASECA

*Request for City Council Action*

<b>Title:</b>	APPROVAL OF INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW) UNION CONTRACT 2023-2025		
<b>Meeting Date:</b>	December 20, 2022	<b>Agenda Item Number:</b>	<b>7J</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	IBEW Contract
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	Interim City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Approve new contract with the International Brotherhood of Electrical Workers (IBEW).		
<b>How does this item pertain to Vision 2030 goals?</b>	Good Government		

**BACKGROUND:** Staff believes they have concluded negotiations with three (3) of the four union contracts the City has with its employees. A tentative agreement has been reached with the International Union of Operating Engineers representing Fire Department Employees (IUOE – Fire), Law Enforcement Labor Services regarding the Patrol Officers (LELS). These tentative agreements will be going before the union employees for a vote before presenting the contracts to the City Council.

The International Brotherhood of Electrical Workers (IBEW) have seen fit to ratify the proposed terms and conditions for settlement. The attached contract is redlined for the Council to quickly identify all changes to the document.

It is anticipated to present the remaining contracts in January once approved by the respective unions.

**BUDGET IMPACT:** The agreement incorporates an overall wage increase of 3.0% which has been included in the budgets presented to council at tonight’s meeting. There are also changes to the health insurance plan that estimates savings over \$13,000 which will directly impact the Electric Utility.

**POLICY QUESTION:** Does the Council wish to approve the proposed labor contract?

**ALTERNATIVES CONSIDERED:** Delay contract approval until all four bargaining units have settled.

**RECOMMENDATION:** Staff recommends approval of the IBEW contract.

2023-2025 ~~2020-2022~~

**LABOR AGREEMENT**

**BETWEEN THE CITY OF WASECA, MINNESOTA**

**AND**

**LOCAL UNION 949**

**OF THE INTERNATIONAL BROTHERHOOD  
OF ELECTRICAL WORKERS**

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This AGREEMENT made and entered into as of the ~~1<sup>st</sup> day of January, 2023~~ ~~2<sup>nd</sup> day of January, 2020~~ by and between the CITY OF WASECA, a municipal corporation, (hereinafter referred to as the "CITY") and Local No. 949 of the INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, (hereinafter referred to as "UNION") as exclusive bargaining agent for the employees in the bargaining unit set forth in Article 1 below.

**WHEREAS**, Minnesota Legislature has endorsed the practices and procedures of collective bargaining as a fair and only way of conducting its relations with its employees and relations of any political subdivision with its employees, insofar as such practices and procedures are appropriate to the function of obligations of the CITY to retain the right effectively to operate in a reasonable and efficient manner and are so consonant with the paramount of the CITY and its citizens.

**WHEREAS**, it is the intention of the Agreement to set forth the entire Agreement of the parties covering the employment conditions where not otherwise mandated by statutes, charter or ordinances, to maintain and increase the individual productivity in the quality of services, to prevent interruptions of work and interference of the efficient operation of the CITY and to provide an orderly and prompt method for handling and processing grievances.

**WHEREAS**, the parties recognize that this Agreement is not intended to modify any of the discretionary authority vested in the CITY by statutes of the State Of Minnesota, City Charter, and City Ordinances and City Resolutions.

## **ARTICLE 1: RECOGNITION**

**SECTION 1.** The CITY recognizes Local 949 is recognized as the Exclusive Representative for: All employees employed by the City of Waseca, Minnesota, in the Electric Department, who are public employees within the meaning of Minn. Stat. § 179A.03, subd. 14, excluding supervisory, confidential, office staff, and all other employees.

## **ARTICLE 2: GRIEVANCES**

**SECTION 1.** A grievance shall be defined as a dispute or disagreement raised by an employee involving the interpretation or application of the specific express provisions of this Agreement. It is specifically understood that any matters covered by Minnesota statutory provisions, City Charter provisions, City Ordinances and City Resolutions shall not be considered grievances and subject to the grievance procedure hereto set forth. Grievances, as herein defined, shall be processed in the following manner:

**Step 1:** The employee who has a grievance shall submit it in writing within five working days from the date the grievance arose or within three days from which the employee had notice of the grievance, whichever is later, to his

immediate supervisor on an individual basis and that supervisor is designated for this purpose to be the Director of the Electric and Water Departments. The Supervisor shall give his oral answer within three working days after such presentation by such employee.

**Step 2:** If the grievance is not settled in Step 1 and the UNION desires to appeal, it shall be referred by the UNION in writing to the City Manager within ten working days after the designated Director of the Electric and Water Departments answer in Step 1. A meeting between the City Manager, or his designated representative, and a UNION representative shall be held at a time mutually agreeable to the parties. If the grievance is settled as a result of such meeting, settlement shall be reduced to writing and signed by the City Manager or his designated representative and the UNION. If no settlement is reached, the City Manager, or his designated representative, shall give the CITY'S written answer to the UNION within five working days following the meeting.

**Step 3:** If the grievance is not settled in accordance with the foregoing Grievance Procedure, the UNION may refer the grievance to arbitration within seven working days after receipt of the CITY'S answer in Step 2. Parties shall attempt to agree on an Arbitrator within five working days after receiving notice of referral and in the event that the parties are unable to agree upon an Arbitrator within said five day period, either party may request the Public Employment Relations Board to submit a panel of five Arbitrators. The party requesting arbitration shall strike the first two names from the panel; then the other party shall strike two names from the panel; the remaining name shall be the Arbitrator. The Arbitrator shall be notified of this selection by joint letter from the CITY and the UNION requesting that he set a time and a place, subject to the availability of the CITY and the UNION representatives.

The Arbitrator selected shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. The Arbitrator shall consider and decide only the specific issues submitted to him in writing by the CITY and the UNION, and shall have no authority to make a decision on any other issue not so submitted to him. The Arbitrator shall be without power to make decisions to or inconsistent with or modifying or varying in any way the laws and rules and regulations having the force and effect of law. The Arbitrator shall submit in writing his decision within thirty days following close of the hearing or the submission of briefs by the parties which were his later, unless the parties agree to an extension thereof. The Arbitrator's decision shall be based solely upon his interpretation of the meaning or application of the expressed terms of this Agreement to the facts of the grievance presented. The decision of the Arbitrator shall be final and binding.

**SECTION 2.** It is expressly understood and agreed that if a grievance is not presented within the time limit set forth above, it shall be considered "waived". If a grievance is not

appealed to the next step within the time specified in this Agreement, or any agreed extension thereof, it shall be considered settled on the basis of the CITY'S last answer. If the CITY does not answer a grievance or an appeal thereof within the time limit specified, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next procedure.

**SECTION 3.** The time limit in each step may be extended by mutual written agreement of the CITY and the UNION representatives involved in each step.

**SECTION 4.** The term "working days" as used in this article shall mean the days Monday through Friday inclusive.

**SECTION 5.** The parties hereto may, by mutual written agreement, agree to submit more than one grievance to the Arbitrator.

**SECTION 6.** The fee and expenses of the Arbitrator shall be divided equally between the CITY and the UNION; provided that, however, each party shall be responsible for compensating its own representatives and witnesses.

### **ARTICLE 3: HOURS**

**SECTION 1.** This Article is intended only to define the normal hours of the week to provide the basis of calculation of overtime pay.

**SECTION 2.** The normal work week for all employees shall be five (5) consecutive eight hour days commencing on Monday and ending on Friday, inclusive, for a total of forty (40) hours per week.

**SECTION 3.** The regular hours of employment shall be from 7:00 a.m. to 3:30 p.m. with one half (1/2) hour intermission for lunch, or as otherwise agreed upon.

**SECTION 4.** The hours and days of regular work are subject to change by the employer with notice provided by the Friday or the last scheduled work day, whichever is earlier, with a minimum of forty-eight (48) hours' notice. The change would be for a maximum of three (3) consecutive days, one (1) time per month, with a maximum of eight (8) times per year per employee. The change must fall between the hours of 6:00 am and 5:00 pm.

### **ARTICLE 4: ~~2023-2025~~ 2020 WAGES**

For salary base purposes:

**SECTION 1.** The following wage schedule shall apply during this contract:

<b>2022 Wages</b>
-------------------

<b>Lineworker</b>						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$31.51	\$32.82	\$34.13	\$35.44	\$36.76	\$38.07	\$39.38

<b>Line Foreperson</b>						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$34.00	\$35.41	\$36.83	\$38.25	\$39.67	\$41.08	\$42.50

<b>2023 Wages (3%)</b>						
<b>Lineworker</b>						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$32.46	\$33.80	\$35.15	\$36.50	\$37.86	\$39.21	\$40.56

<b>Line Foreperson</b>						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$35.02	\$36.47	\$37.93	\$39.40	\$40.86	\$42.31	\$43.78

<b>2024 Wages (3%)</b>						
<b>Lineworker</b>						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$33.43	\$34.81	\$36.20	\$37.60	\$39.00	\$40.39	\$41.78

<b>Line Foreperson</b>						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$36.07	\$37.56	\$39.07	\$40.58	\$42.09	\$43.58	\$45.09

<b>2025 Wages (3%)</b>						
<b>Lineworker</b>						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$34.43	\$35.85	\$37.29	\$38.73	\$40.17	\$41.60	\$43.03

<b>Line Foreperson</b>						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$37.15	\$38.69	\$40.24	\$41.80	\$43.35	\$44.89	\$46.44

**Lineworker**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$29.84	\$31.09	\$32.33	\$33.57	\$34.82	\$36.06	\$37.31

**Line Foreperson**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$32.20	\$33.54	\$34.88	\$36.23	\$37.57	\$38.91	\$40.25

2021 – 3% wage increase

~~2022 – wages min 2% max 3% increase~~

New employees shall be brought in at the appropriate step as determined by the employer base based on relevant education and experience.

Employees brought in at Step 1 will move to Step 2 after six (6) months of employment contingent on their meeting the expectations for the position. They will subsequently be moved to Step 3 at their one-year anniversary contingent on their meeting the expectations for the position.

All Employees on Step 3 thru Step 6 will move to the next step on the anniversary date of their employment, contingent on their meeting the expectations for the position, ~~except that employees employed by the City of Waseca as of January 1, 2020, who move to the next step on the first full pay period of July, which will be treated as their anniversary date for the purpose of moving steps going forward.~~

Lineworkers will not progress beyond Step 5 until successful completion of a City of Waseca approved indentured apprenticeship program, including exam for licensure. A lineperson will be given two (2) days of paid leave to take the exam for licensure as a Lineworker Electrician for up to two (2) tests. The days of paid leave will be for the day prior to the exam and the day of the exam.

The stated wage for, Line Foreperson and Lineperson is the minimum wage for this position. The CITY may, at its discretion, pay a higher rate.

## **ARTICLE 5: OVERTIME PAY**

**SECTION 1.** Paydays shall be every other Thursday. When paydays fall on a holiday, the employees shall be paid on the preceding day.

**SECTION 2.** All work performed in excess of eight (8) hours in one (1) day or forty (40) hours in any one (1) week shall be considered as overtime and shall be paid for at the rate of one-and-one-half (1-1/2) times the regular hourly rate as specified in Article IV. Employees shall not be required to take time off for the overtime worked. Time worked on Sundays shall be compensated at the rate of two (2) times the regular hourly rate.

**SECTION 3.** Employees may be assigned overtime work or assigned shifts at the discretion of the employer. Overtime shall be divided as equally as practicable. Employees shall be required to work overtime unless excused by the employer. Employees who refuse to work overtime may be subject to disciplinary action.

**SECTION 4.** When it becomes necessary for an employee to continue work for more than two (2) hours after regular quitting time or ten (10) hours continuous for shift workers, the employee shall be furnished a meal at the Employer's expense one (1) hour after their

regular quitting time and at intervals of not more than six (6) hours thereafter while he continues to work.

**SECTION 5.** A minimum of two (2) hours pay at the overtime rate shall be allowed to all employees called back to work after having been released from the regular day's work.

**SECTION 6.** Any employees reporting for work on orders of Management, and being assigned, shall be allowed two (2) hours pay at overtime rate for so reporting.

**SECTION 7.** For safety reasons, when an employee has worked sixteen (16) consecutive hours in a twenty-four (24) hour period, he/she shall be given a four (4) hour rest period without loss of a regular scheduled work day's pay if such rest period falls within the definition of Section 3.03. If an employee has worked in excess of sixteen (16) hours in a twenty-four (24) hour period, he/she shall be paid at the rate of two (2) times the regular hourly rate for all hours in excess of sixteen (16) until he/she has been given a four (4) hour rest period.

**SECTION 8.** Employees may accrue compensatory time at the appropriate overtime rate, to a maximum of ~~forty-two (42)~~ ~~forty (40)~~ hours and that will be used by the fiscal year end December 31. If such compensatory time is unused at year end, the employee may request pay for this time or convert these hours to the vacation accrual bank, provided that the total amount in the vacation bank does not exceed the twenty-five (25) day maximum. An employee's annual accrual of comp time may not exceed ~~42~~ ~~40~~ hours.

**SECTION 9.** The on-call electric line person shall receive paid compensation only at the following rates:

1. a. 1.0 hours at overtime pay rate for each weekday Monday through Friday.
- b. 4.0 hours at overtime pay rate for each week-end day (Saturday and Sunday) and each Holiday as defined in the union contract.
2. The on-call line person shall arrive at City Hall no later than thirty (30) minutes after receiving a callback request.
3. The on-call line person who does not arrive at City Hall not later than thirty (30) minutes after receiving a call-back request shall forfeit on-call pay for that day only and still shall respond to the call-back request.
4. All call-back requests shall be routed to the on-call line person.
5. In the absence of the line foreperson, the City, at its sole discretion, shall determine the need to appoint an acting Line Foreperson and after (5) days

as the acting Line Foreperson, said acting Line Foreperson shall receive the Line Foreperson rate of pay retroactive to the first date of assignment and continue to receive said foreperson rate of pay until the Line Foreperson returns to work or the City determines there is no longer a need for an acting Line Foreperson.

6. The line person on-call rotation shall be Monday through Sunday, a seven (7) day on-call rotation.
7. The payment for on call status is not eligible for compensatory time accrual.
8. The line crew shall establish a written on-call rotation at least three (3) months in advance. The line crew shall provide the Director of Utilities with the written on-call rotation. Linepersons may substitute for on-call coverage at their discretion, and shall notify the Director of all on-call changes so such changes can be immediately forwarded to the City emergency callback service.

## **ARTICLE 6: MANAGEMENT RIGHTS**

**SECTION 1.** The CITY retains the full and unrestricted right to manage all manpower and facilities; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to exercise discipline in the interest of good service and the proper conduct of business; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.

**SECTION 2.** The assignment of employees to various jobs in plants, to shifts and to crews, shall be at the discretion of the CITY.

## **ARTICLE 7: UNION OFFICIALS**

**SECTION 1.** There shall be no more than one (1) UNION Steward. The Steward and other UNION officials shall not leave their work stations without prior permission of their supervisor and then only for such activities as are specifically provided for in this Agreement. They shall notify their supervisor upon return to their work stations. The UNION shall furnish the CITY with a complete and current list of its UNION officials and Steward who will represent the UNION in all matters of this contract.

**SECTION 2.** Representatives of the UNION, previously accredited to the CITY in writing by the UNION, shall be permitted to come on the premises of the CITY for the purposes of investigating or discussing grievances if they have first obtained permission from the City Manager or his designated representative, provided that the UNION representative does not interfere with the work of the employees.

**SECTION 3.** The UNION agrees that there shall be no solicitation for membership, signing up of members, collection of initiation fees, dues, fines or assessments, meetings or any other activities on CITY time.

**SECTION 4.** The UNION may accept as members all regular employees of the Employer within the classifications hereinafter listed who have served a six (6) month probationary period of employment.

#### **ARTICLE 8: UNION DUTIES**

**SECTION 1.** Neither the UNION, its officers or agents, nor any of the employees covered by this Agreement can engage in, encourage, sanction, support or suggest any strikes, slow-downs, mass resignations, mass absenteeism, willful absence of one's position, the stoppage of work or the abstinence in whole or in part of the full, faithful and proper performance and duties of employment. In the event that any employee violates this Article, the UNION shall immediately notify any such employee in writing to cease and desist from such action and shall instruct them to immediately return to their normal duties. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined.

#### **ARTICLE 9: EQUIPMENT**

**SECTION 1.** The CITY agrees to provide safe working conditions for its employees and employees agree that they will be aware of, know the uses of and will, in all instances, use all the safety equipment furnished to them by the CITY.

**SECTION 2.** The City shall furnish all rubber coats, hats, gloves, hard hats and all other necessary equipment meeting OSHA standards for employee protection as determined by the employer, and it is the rule of the parties hereto that such protective equipment be used.

Safety Shoes/Boots. The City will provide any necessary safety shoes/boots and insulated shoes/boots as required under Section 2 of this Article for the safety and well-being of the employee. The employer shall determine the need for such equipment on a case-by-case basis and based on the requirements of the employee's job duties.

Safety Glasses. The City will reimburse employees up to two-hundred (\$200) for the purchase or repair of prescription or non-prescription OSHA and ANSI Z87.1 (current standard) approved safety glasses. This reimbursement shall be for up to one (1) pair of glasses per employee per year. In the event of damage or destruction that is work related, the City may replace or repair the damaged/destroyed safety glasses without regard to this limitation. Requests for reimbursement must be accompanied by a copy of the receipt.

~~**SECTION 3.** This safety glasses reimbursement shall be for up to one (1) pair of glasses~~

~~prescription or non-prescription that meets the ANSI Z87.1 standard, per employee per year. In the event of damage or destruction that is work related, the CITY will replace or repair the damaged/destroyed safety glasses without regard to this section's limitations.~~

## **ARTICLE 10: JURY SERVICE**

**SECTION 1.** When an employee has been absent from work because of jury service, he shall be paid his regular salary by the Employer with the understanding that, at the completion of his jury service, he shall present his jury service check to Management and that the amount of such check, less the amount included for travel expenses, shall be deposited as an offset to the previously paid wage.

## **ARTICLE 11: VACATIONS**

**SECTION 1.** . All regular employees employed by this Agreement shall be entitled to a vacation with pay as specified in Article IV each year in accordance with the following schedule:

One (1) year but less than twelve (12) years of employment	Three (3) weeks containing fifteen (15) working days 120 hours per year
Twelve (12) years or more of employment	Four (4) weeks containing twenty (20) working days 160 hours per year

**SECTION 2.** All permanent, full-time employees in service will accrue vacation days in accordance with the schedule listed above. Vacation shall accrue to all full-time and permanent employees for continuous service from the date of initial employment to a full-time, permanent position, at the rate of one and one-fourth (1-1/4) vacation days shall be earned for each month of service where three (3) weeks of vacation applies and one and two-thirds (1-2/3) vacation days shall be earned for each month of service where four (4) weeks of vacation is entitled.

**SECTION 3.** Vacation schedules shall be determined by each department head in accordance with departmental requirements. Earned vacation may be accumulated up to a maximum of twenty-five (25) days except upon approval of the City Manager.

**SECTION 4.** Vacation time shall be compensated at the employee's regular rate of pay. When a holiday occurs during a regular vacation, said holiday shall not be charged against earned vacation time; pay for such holiday shall be added to the employee's vacation pay. Since the purpose of a vacation is to give an employee an opportunity to rest and relax, no additional compensation will normally be paid an employee in lieu of vacation.

**SECTION 5.** Each employee who leaves the City employment for any reason, whether voluntary or involuntary will be paid for earned, unused vacation days that have been earned and not taken.

**SECTION 6.** Unauthorized time off will be charged against vacation. If vacation is exhausted, time will be charged against sick time. In the event vacation and sick leave are both exhausted, the time will be counted as unpaid leave.

**SECTION 7.** Where there are conflicts over a particular period, the senior man shall be given preference. National Guard and Army Reserve or related leaves will take precedence over vacations where only a limited number of employees can be let off at any one time.

**SECTION 8.** On or before March 1st of each year the Director will post a blank vacation schedule. Employees concerned will be given a period of one (1) month to sign in their vacation preference, military service and job classification seniority receiving priority. After April 1st, the vacation schedule will be posted.

## **ARTICLE 12: LEAVES OF ABSENCE**

**SECTION 1.** An unauthorized absence from duty during required hours of attendance, whether for a day or more, or for any part of a day, shall be treated as absence without leave. Such absences may be made the grounds for disciplinary action. Where conditions warrant and adequate reasons are given for failure to secure prior authorization, the absence may be authorized by a later grant of leave. If an employee is absent without leave for two (2) calendar weeks, his employment with the CITY automatically terminates.

**SECTION 2.** If an employee is either on an approved leave of absence without pay, or is suspended without securing subsequent authorization for such leave, he shall not accrue any vacation or sick leave for the time they were absent or suspended. Vacation and sick leave accruals will be prorated as necessary in order to accomplish this. Any holidays occurring in conjunction with absence without leave, or leave without pay, shall be forfeited by the employee.

**SECTION 3.** When the interest of the CITY can be benefited, the Manager may grant a leave of absence without pay for special reasons for periods beyond those allowable for pay provided the appointing authority is willing either to allow the position from which the leave is taken to remain vacant, or to fill it by temporary appointment until the expiration of such leave.

## **ARTICLE 13: HOLIDAYS**

**SECTION 1.** The following days shall be recognized as guaranteed, paid holidays:

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veterans' Day  
Thanksgiving Day  
Day After Thanksgiving Day  
Christmas Eve Day  
Christmas Day

**SECTION 2.** On January 1 of each year, each employee will be eligible for one (1) personal day. Personal leave days must be used in the year they are earned and the employee must receive prior approval for the date of use.

**SECTION 3.** When any of the mentioned holidays falls on a Saturday or Sunday, an employee shall be allowed to absent himself from work on the closest work day without any loss in pay. All regular employees required to work on one (1) of the above designated holidays shall receive, in lieu of the holiday, pay at two and one-half (2-1/2) times regular pay, as specified in Article 4, for hours worked between 8:00 a.m. and 5:00 p.m.; hours worked between 12:01 a.m. and 7:59 a.m. and 5:01 p.m. to 11:59 p.m. shall be compensated at two (2) times the hourly rate. Any other than the above municipal holidays, created by the State Legislature are not guaranteed holidays.

#### **ARTICLE 14: SICK LEAVE**

**SECTION 1.** Each employee shall earn sick leave from date of employment at the rate of eight (8) hours per month. Sick leave may be requested by an employee as accrued.

**SECTION 2.** Employees may take sick leave only for absence from duty as a result of personal illness, legal quarantine, or serious illness in the immediate family (spouse or children, Mother and Father) when the attending physician certifies that the employee's attendance and assistance to the member of the family who is ill is required.

**SECTION 3.** Accumulation of sick leave is permitted to a total of not more than 125 working days. The employer may, under exceptional circumstances, extend sick leave benefits beyond the number of days accumulated.

**SECTION 4.** Employees are required to follow the following three (3) steps to be eligible for sick leave:

- (a) Report immediately to the employer the reason for any absence;
- (b) If the absence is more than twenty-four (24) working hours in length, the employee must keep the employer informed of the employee's physical condition; and,
- (c) If required by the employer, employees must submit their medical certificate for absences exceeding twenty-four (24) working hours.

**SECTION 5.** Employees who claim sick leave when physically and mentally fit unless under specific provision of this agreement shall be subject to disciplinary action.

**SECTION 6.** Retiring employees will receive forty-two percent (42%) of accumulated sick leave up to the maximum of one thousand (1,000) hours as severance pay.

**SECTION 7.** All employees who qualify for a Severance Benefit under Article 14, Section 14.06 of the Labor Agreement shall have the full amount of said accumulated sick leave as defined in Article 14, Section 14.06, remitted by the employer to the Minnesota State Retirement System to be deposited to the Post-Retirement Health Care Savings Plan for the employee as authorized and governed by Minnesota Statutes Section 352.98. The employee will not have the option of receiving these funds in cash or having them applied for any purpose other than as stated above.

In addition, all retiring employees covered by the Labor Agreement will have any and all unused vacation remaining on the employee's last day of work remitted by the employer to the Minnesota State Retirement System to be deposited to the Post-Retirement Health Care Savings Plan for the employee. The employee will not have the option of receiving these funds in cash or having them applied for any purpose other than as stated above.

No Employer contribution shall be made to the said plan, and the Employer shall have no responsibility or liability for management or disbursement of any funds remitted to the Plan.

## **ARTICLE 15: INJURY**

**SECTION 1.** Injury leave, as distinguished from sick leave, shall mean leave with pay given to an employee due to absences from duty caused by accident or injury as defined in the Workman's Compensation Act of the State of Minnesota as amended, arising out of and in the course of CITY employment.

**SECTION 2.** The employee agrees and shall be obligated to turn over to the CITY all amounts he receives as temporary weekly compensation under the Act.

**SECTION 3.** Any full-time employee who has been employed by the CITY at least six (6) months, injured on his regular job, shall be entitled to full pay to a period of ninety (90) calendar days while he is absent and receiving Worker's Compensation payments for lost time. If any portion of the day is reimbursed to the employee by Worker's Compensation for lost time, that portion will be counted toward the 90 day time period. These benefit checks will be endorsed over to the City. At the employee's option the accrued sick leave will not be charged until after and beginning with the 91st day of absence from work by reason of such injury. An employee who claims an absence from work due to any injury sustained on his regular job is subject to examination to be made on behalf of the CITY by a person competent to perform the same and as is designated by the CITY. Where doubt exists as to the employee's physical and mental capability to perform, the employer shall have the right to require the employee to take a medical examination at the CITY'S expense at a reasonable time.

**SECTION 4.** Nothing in this Article shall be construed to limit the CITY'S rights and authority as specified in Article 6.

#### **ARTICLE 16: MILITARY LEAVE**

**SECTION 1.** Military Leave will be granted in accordance with Minnesota State Statutes.

#### **ARTICLE 17: UNION MEMBERSHIP**

**SECTION 1.** Employees have the right to join or refrain from joining the UNION. Neither the CITY nor the UNION shall discriminate against or interfere with the rights of the employees to become or not become members of the UNION, and further, that there shall be no discrimination or coercion against any employee because of UNION membership or non-membership.

#### **ARTICLE 18: SENIORITY**

**SECTION 1.** All employees shall accrue seniority on two (2) basis:

- a. MASTER SENIORITY - This seniority is established from the employee's original date of continuous employment, and is used in determining length of vacation, amount of sick leave, etc.
- b. JOB CLASSIFICATION SENIORITY - This seniority list shows the employee's relative position in his job classification, and is considered in making promotions. Job seniority applies only to the employee's particular crew; that is, line crew, operating crew, mechanic crew, etc.

**SECTION 2.** In the event of layoffs, the last regular employee hired shall be the first to be laid off; and the last regular employee laid off shall be the first to be re-hired in the

event of subsequent job openings. An employee in any job classification shall have the right to assume a lesser job classification in the event of layoffs, providing, however, that he meets the qualifications of the lesser position.

**SECTION 3.** All new, non-management positions and vacancies in existing ones shall be posted, and management shall give preference to present employees in filling such positions and vacancies.

**SECTION 4.** Temporary employees shall not participate in the benefits provided by this Agreement.

**SECTION 5.** An employee on trial for employment not covered by this Agreement shall be given six (6) months' time to qualify for the position. During his trial period, he shall retain his seniority and all other benefits of his Union membership and shall revert to his original position without loss of rights or benefits in the event he is not accepted for such employment. In the event the employee is offered and accepts such other position, he shall sever his connection with the UNION.

**SECTION 6.** In the event the Electric Utility were to be sold, all regular employees who were previously employed on a part-time basis shall be given credit for all hours worked on a part-time basis for purposes of transferred seniority to the purchasing utility only.

## **ARTICLE 19: INSURANCE**

**SECTION 1.** The City of Waseca agrees to provide benefits through the FMCP Plan for the life of this agreement. All employees will be covered under the FMCP. The City will pay 95% of the premium for any employee choosing single coverage. The City will pay 90% of the premium for any employee choosing Family, EE + Spouse, or EE + Children coverage.

If FMCP yearly premium rates increase more than 8%, the employees will be solely responsible for the cost of the increase above 8%.

The City will also contribute \$2600 per year into the VEBA for single coverage and \$1000 per year in the VEBA for Family, EE + Spouse, and EE + Children.

For employees electing single coverage for major medical coverage and hospitalization, the City will pay 100% of the premium cost for such single coverage and shall rebate to the employee taking single coverage, the sum of \$100.00 for each full month the employee does not take family coverage. The City will contribute eighty percent (80%) of the cost of family coverage for major medical coverage, hospitalization plan to cover all employees, during the life of this agreement.

**SECTION 2.** The CITY will pay the full premium for \$100,000.00 in term life insurance coverage for each employee. Employees not choosing dependent coverage cannot be

covered at Employer's expense for any additional insurance than the individual group health and life insurance. Additional life insurance can be purchased by employees at the employee's expense to the extent allowed under the Employer's group policy.

**SECTION 3.** The CITY will pay the full premium for disability coverage for each employee. Such disability coverage will provide for a 13 week (520 hours of sick leave) waiting period before eligibility for payment after a disability, with such disability payments to be 66-2/3rds of employee's base salary to a maximum of \$6,000.00 per month.

## **ARTICLE 20: FUNERAL LEAVE**

**SECTION 1.** Employees will be granted up to four (4) days of Funeral Leave per year. Funeral Leave shall not accrue from year to year. Employees will be permitted to use up to four (4) consecutive working days per year, with pay, as Funeral Leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance. Immediate family members (for purpose of Funeral Leave) are an employee's parent, step-parent, spouse, child or step-child, sibling or step-sibling, grandparent or step-grandparent, grandchild or step-grandchild, mother- or father-in-law, grandparent-in-law, siblings-in-law, or member of the immediate household.

The actual amount of time off, and Funeral Leave approved, will be determined by the Supervisor or City Manager depending on individual circumstances (such as closeness of the relative, arrangements to be made, distance to the funeral, etc.).

**SECTION 2.** Employees are granted up to four (4) hours paid leave from work to attend the funeral of a fellow departmental employee or the funeral of a parent, spouse, or child of a fellow departmental employee, unless circumstances unique to the department would prevent such a practice from being allowed and authorized by the Department Director and City Manager.

In an attempt to maintain daily operations or functions when this situation arises, the Department Director is authorized to use other available City personnel or other reasonable means to maintain daily operations and functions.

## **ARTICLE 21: TRAINING**

**SECTION 1.** When a training program is selected by the CITY and the employee is assigned to attend, reasonable costs incurred in such training shall be paid according to CITY policy. If the training occurs during scheduled duty time, the employee will be paid for all scheduled hours but shall not be entitled to overtime for training purposes. The CITY shall offer each employee the opportunity to participate in a minimum of twenty-four (24) hours of certified or formal training per year.

## **ARTICLE 22: MISCELLANEOUS**

**SECTION 1.** The Electric and Departments shall not require employees to do work out of doors continuously during heavy weather or when the temperature is more than ten (-10) degrees below zero, unless such work is necessary to protect life or property or maintain service to the public.

**SECTION 2.** Only qualified employees (and trainees working under direct supervision) may work on or with exposed energized lines or parts of equipment, and work shall be safely performed as follows: at least two (2) qualified employees will be present if an employee is exposed to contact with energized parts at more than 600 volts unless routine switching of circuits can be done safely, or work is performed with live-line tools if the employee is positioned so that they are not within reach of or otherwise exposed to energized parts, or emergency repairs are necessary to safeguard the general public. It is understood that this section shall correspond to the most recent version of OSHA standards related to such work.

**SECTION 3.** Management may employ a certain number of students on a full-time basis during school vacation periods, and on a part-time basis during the school year, providing, however, that the employment of these students does not result in employees older in point of service being laid off. Students and part-time employees shall be given termination dates in advance so as to preclude permanent status in the CITY employment.

**SECTION 4.** Probationary employees (those on a six (6) month probation for steady employment) shall receive such rate of pay as is established by Management and shall receive time and one-half (1-1/2) pay for overtime and holiday work. Such employees shall receive sick leave, vacations, holidays, leave of absence, family emergency leave, paid time off for funerals, as earned. Such employees shall be eligible for group hospitalization insurance from the first date of employment, and will be required to become members of the PERA and Social Security Plan from that date.

A probation period of 6 months will be in effect on all new employees hired (whether hired as apprentices or fully qualified employees) by the Utilities during which time they may be terminated at the sole discretion of the employer. The probationary period in this Section may be extended by up to six (6) months by the employer.

**SECTION 5.** Any employee desiring information concerning time, overtime, vacation, holidays, sick leave, leaves of absence, etc. shall contact his immediate supervisor.

## **ARTICLE 23: WAIVERS**

**SECTION 1.** The parties acknowledge that during the negotiations which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the CITY and the UNION, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

## **ARTICLE 24: SEVERABILITY**

**SECTION 1.** If any provision of this Agreement is declared by proper legislative, administrative or judicial authority to be unlawful, unenforceable or not in accordance with applicable law, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

**ARTICLE 25: TERMINATION**

**SECTION 1.** This Agreement shall remain in full force and effect and relate back to January 1, 2023 ~~January 2, 2020~~ and be in force through December 31, 2025 ~~2022~~.

**IN WITNESS WHEREOF**, the undersigned have caused this Agreement to be executed as of this \_\_\_\_ day of \_\_\_\_\_ 2020.

WITNESSED BY:

CITY OF WASECA, MINNESOTA

\_\_\_\_\_

BY \_\_\_\_\_

-CARL SONNENBERG ~~LEE MATTSON~~,

CITY MANAGER

INTERNATIONAL BROTHERHOOD  
OF ELECTRICAL WORKERS, LOCAL 949

BY \_\_\_\_\_

RICK BARTZ ~~RICK OAKES~~, BUSINESS

MANAGER